

GRADE OF INCOMPLETE “I” REQUEST FORM

Must be received in the Associate Dean’s office no later than the last day to submit grades for the semester/term. If approved, the Associate Dean’s office will enter the “I” grade in Cardinal Station.

Note: This form is for business courses ONLY. Contact the dean's office of the course for non-business courses.

Student’s Name: _____ Student ID: _____

Undergraduate Graduate Academic Year _____ Fall Spring Summer

Subject	Class #	Section	Title

Instructor’s Name _____

See University policy here: <http://policies.cua.edu/academicundergrad/gradesfull.cfm>

Part A. To be completed by the **INSTRUCTOR**:

Please initial to verify the following criteria for an Incomplete grade:

1. _____ The student has specifically requested an Incomplete grade.
2. _____ The student has provided documentation to verify a specific situation beyond his/her control that makes completing coursework on time impossible.
(Please describe situation and provide documentation):

3. _____ The student was passing the course when the emergency situation arose.
4. _____ The amount of coursework remaining is such that completing it beyond semester’s end is reasonable and academically sound.
5. _____ The instructor and student have completed Part B specifying work remaining and the schedule for submitting it.

Part B. To be completed by the instructor and student in consultation.

1. We agree that remaining work for this course is to be submitted to the instructor **by the following date** _____.

- Any date may be specified up until the midterm date of the succeeding semester. If no date is provided, the midterm date will be assumed.
- Incomplete grades must be resolved by midterms of the succeeding semester. Instructors must be prepared to submit a grade by that date. Please refer to the academic calendar.

2. The remaining work for the course includes:

3. Indicate here any special instructions for submitting the work/scheduling exam.

4. The student acknowledges and understands the following:

- Failure to submit/complete all required work by the date specified in B.1. will result in an F.
- It is the student's responsibility to ensure the instructor receives items specified in B.2. on time and to verify its receipt. The instructor is not responsible for reminding the student of these criteria and deadlines.
- The student and the instructor acknowledge that extensions of incomplete grades require prior approval by the Academic Dean and are **rarely given**. A student may petition the instructor of the course and the academic dean of the school in which the student is enrolled by the midsemester following the reported incomplete.

Student's Signature

Date

Instructor's Signature

Date

Academic Dean's Signature

Date

Submit completed form to Academic Services of the Busch School of Business.

- *Email the form to busch-academic-services@cua.edu*
- *The "I" grade is entered in Cardinal Station by the Academic Dean after approval.*