

REQUEST FOR INCOMPLETE GRADE

Student Name:	Course:
Class Year:	Semester and Year:
Instructor Name:	Date of Request:

Grades of Incomplete

A Request for Incomplete will be considered during the last three weeks of the semester until final grades are submitted. The **student** will complete this form with the instructor and submit the signed form to the Chief Academic Officer (CAO) for review and approval. An instructor may petition for an incomplete grade on a student's behalf only if the student is unable to complete the request for medical or other compelling reasons. If no final grade is submitted by the deadline, the incomplete grade will be changed to a failing (F) grade. Any extension of an incomplete beyond the agreed time must have the approval of the instructor and Chief Academic Officer (or designee).

To be completed by student: Please explain (below or attached) why you cannot complete the course.

To be completed by faculty member: Please state (below or attached) the remaining requirements to complete the course and **the deadline for completion**. The incomplete grade must be replaced before 30 days into the next semester (For spring semester and summer term, this is 30 days into the fall semester; for fall semester, this is 30 days into the spring semester). *Generally, the granting of Incompletes is limited to students with family or medical emergencies that prevent them from completing a final paper or project or taking a final exam. They are not granted for students with unsatisfactory progress in a course and request extra time to complete their assignments.*

Completion Due Date: _____

Current Earned Grade in the course based on the completed work to date: _____

List of remaining requirement(s):

Signatures required on the back of this form

I understand that I am requesting an incomplete grade, meant for unusual circumstances that prevent me from completing the course requirements by the end of the semester. Please note:

- You cannot graduate from the college with an Incomplete grade on your record.
- An Incomplete grade does not prevent academic action for dismissal.
- Incomplete grades affect the number of credits earned in the short term and may have an impact on financial aid eligibility, athletic eligibility, or visa status for international students.

I also understand that if I do not meet the requirements detailed above, I will receive a grade for work completed in the course.

Student Signature

Date

This request aligns with the Incomplete Grade Policy as included in the Albright College catalog. I understand that the student above must have substantially completed the course in question with satisfactory work at the time of this request and that within 30 days of the beginning of the next semester I shall submit to the Registrar's Office a grade for the student's work. An F will be assigned by the Registrar's Office for any course for which a grade is not submitted.

Faculty Signature

Date

Department Chair Signature*

Date

*Adjunct faculty **only** must get the department chair signature.

This form has been reviewed for compliance with the Incomplete Grade Policy as included in the Albright College catalog.

Approved

CAO (or designee) Signature

Date

NOT Approved

CAO (or designee) Signature

Date

Please submit this signed form to the Registrar's Office. Date received by the Registrar Office _____

17 Sep 2025
CMR