

# Incomplete Grade Request Form

## Covenant College

Name \_\_\_\_\_ ID# @ \_\_\_\_\_

Term \_\_\_\_\_ Course # and title \_\_\_\_\_

Instructor \_\_\_\_\_

**NOTE:** This form should be discussed and agreed to by student and instructor prior to the start of final exams. If an "I" is granted for any course in an academic year and the course is not completed by the following August 5, the "I" will be replaced with an "F." Financial aid eligibility for the next year would be determined based on the resulting GPA. See the full paragraph at the bottom.

*If an incomplete is being granted in your senior year, it must be finished before graduation or see the Participation in Commencement Exercises policy on page 22 of the Academic Bulletin. You cannot participate in Commencement if you have not completed and passed your SIP.*

**Request by student:** (to be completed by student with rationale for such a request):

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If request is granted by the instructor:** outline conditions that will apply (e.g. dates for work to be completed including periodic submissions and final completion date if other than August 5; attendance in class if student is still on campus)

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If request is granted, please forward signed copy to the Office of Records.**

**Below is the definition of Incomplete as stated in the Academic Bulletin:**

**I** means incomplete and indicates that part of the required work for the course has not been completed. An incomplete is granted at the discretion of the instructor through an Incomplete Grade Request Form that would outline the plan for completion of the course. All work for the course with an Incomplete grade must be submitted to the instructor, or the Office of Records if the instructor is not available, by August 5 or Monday morning after August 5 if a weekend. If the outstanding work is not submitted, the "I" would be replaced with an "F" and financial aid eligibility would be determined based on that grade. If the outstanding work is submitted by August 5, the instructor must submit a grade for the incomplete class by one week before the first day of classes. Once the grade is submitted, the student's eligibility for financial aid will be determined. The instructor has the discretion to set an earlier deadline. Other policies apply for incompletes in correspondence and external degree program courses. Contact the Office of Records.