

# Incomplete Grade Request

Used to record the terms of the agreement between a professor and a student who wishes to receive a grade of incomplete, and to record the final grade and date when the work has been completed.

\_\_\_\_\_  
NDNU ID #

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Year / Term

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Reason for Seeking Incomplete

## Procedure

1. Before completing this form, please read the Incomplete policy statement below.
2. The student and instructor should fill out their respective sections. Discuss the deadline and default grade, and sign the form at the bottom.
3. Only the instructor may submit the form to the Office of the Registrar.

## To Be Completed By The Student and The Instructor

*I have read and understand the NDNU Incomplete Grade policy as articulated below.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

## To Be Completed By The Instructor

\_\_\_\_\_  
Work Remaining to be Completed

\_\_\_\_\_  
Required Date to be Completed (if less than one full calendar year)

\_\_\_\_\_  
"Default Grade": If work is not completed by the stated deadline ("F" if not specified)

\_\_\_\_\_  
Instructor's Signature (required)

\_\_\_\_\_  
Date

## To Be Filled In After the Work is Completed

\_\_\_\_\_  
Date work was completed.

\_\_\_\_\_  
Final Grade

\_\_\_\_\_  
Instructor's Signature (required)

\_\_\_\_\_  
Date

### INCOMPLETE GRADE POLICY

An "Incomplete" may be given to a student who has maintained satisfactory attendance and academic progress throughout most of a course, including Independent Study, but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken. The student's work at or after Midterm must be passing in order to assign an Incomplete.

The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted. Either the instructor or the student may initiate a grade of Incomplete.

It is the student's responsibility to maintain contact with the instructor, to complete required coursework by the due date, and to ensure the instructor submits a final grade to the Office of the Registrar. If a final grade is not submitted within one week of the stated deadline, the default grade will be entered.

*Please refer to the NDNU Catalog for the complete grade policy.*