



# Incomplete Grade Request Form

STUDENT ADMINISTRATIVE SERVICES

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 Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

Please see instructions on page 2 **before** completing form

Name \_\_\_\_\_

ID Number \_\_\_\_\_

Semester/Year \_\_\_\_\_

[Academic Regulations](#) - A student who is unable to complete the requirements of a course because of **extenuating circumstances** may seek an Incomplete grade (I) for the course.

Indicate Extenuating Circumstances\*:

All requests for "I" grades by a student in the same semester shall be made on a single form, and students seeking **more than two "I" grades** in the same semester must consult with the Dean of Students prior to seeking faculty approval for their requests.

\_\_\_\_\_  
 Dean of Students (initials)

Courses for which an incomplete grade is requested:

**FACULTY USE ONLY**

Course Subject & Catalog #	Faculty Decision	Work to be completed	Deadline	Instructor Signature
		<i>(required if approved)</i>		<i>(required)</i>
1	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
2	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
3*	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
4*	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
5*	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
6*	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			

By signing this form, I understand that incomplete grades on my record may impact my ability to enroll in future semesters, and/or my eligibility for financial aid. I also understand that my failure to complete the course by the stated deadline will result in a failing grade.

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

\_\_\_\_\_  
 Date

\* Any student that prefers not to put their reason(s) for requesting an I-grade in writing may instead speak to the Dean of Students who will advise faculty of their recommendation. Consultation with the Dean of Students is required for more than 2 "I" grades.

## INCOMPLETE GRADE REQUEST FORM - INSTRUCTIONS

**If the student is seeking more than two incomplete grades in one semester, he/she must first see the Dean of Students who will provide a letter with recommendation.**

### Eligibility

A student who is unable to complete the requirements of a course because of **extenuating circumstances** may seek an Incomplete grade (I) for the course. Whether or not an I-grade is given is entirely at the discretion of the faculty member for the course. However, the faculty member may ask the Dean of Students if it has relevant information regarding a student's request.

Any student that prefers not to put their reason(s) for requesting an I-grade in writing, because of the personal or confidential nature of the situation, may instead speak to the Dean of Students who will advise faculty of their recommendation based on the information received.

The conferring of an I-grade carries the **presumption that it is possible for the course to be completed with a passing grade**; in cases where the missing work is such that it cannot be completed after the end of the semester, or where completion of the missing work could not possibly result in a passing grade for the course, an I-grade should not be given.

### Multiple requests

Students requesting more than two incomplete grades in one semester **must meet with the Dean of Students** prior to requesting the I-grades. He will examine the extenuating circumstances, evaluate other courses of action and apprise the student of further implications of receiving multiple incompletes. The Dean will provide a letter indicating consultation and recommendation. The student still must seek and receive approval from the faculty whose decision is final.

### Due Date

The due date for outstanding work will be determined by the faculty member and should be as soon as practicable so that the incomplete course will not interfere with success in the next semester. **Only in unusual circumstances should the due date be beyond the end of the seventh week of classes of the next semester in which the student registers at the University.** A change of grade must be submitted to Student Administrative Services one week following the due date assigned. If the work is not completed, or if a change of grade is not received, the I-grade will revert to an F.

### Form Submission

It is the student's responsibility to initiate a request for an incomplete grade and to submit the completed form to Student Administrative Services **prior to the end of the final exam period**. In extenuating circumstances such that the student is physically unable to do this, the student or designee should contact the Dean of Students for assistance.