

Request for Incomplete Grade

This form should be used to officially request an Incomplete (INC) grade. Students for whom there is documentation of at least average, but preferably above average, work in a course, and under unusual circumstances (e.g., illness), may receive a grade of INC. Mere absence from class does not constitute an INC grade. An INC grade will be given when, in the opinion of the instructor, the nature of the course is such that the educational opportunity can be completed within one year. This form must include a detailed plan and timeline for completion of outstanding course requirements.

Student Name	Student ID#	Date
Course Number: _____		
Course Title: _____		
Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
	<input type="checkbox"/> Summer	Year _____
Location Course Offered:	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Newark
Reason for Incomplete (to be completed by student):		<i>Attach additional pages as needed.</i>

Approved Plan to Resolve Incomplete (to be approved by course instructor): *Attach additional pages as needed.*

Original Due Date: _____ **Revised Due Date :** _____

The instructor named above agrees to permit the named student to take an incomplete in the named course to be made-up on, or before, the date above (in no case to exceed ONE calendar year beyond date of this document and to be the minimum practical time beyond the original due date).

The student agrees to submit all outstanding work required by the instructor by the following date or failing that, the student must notify the instructor at least 15 days before the revised date _____ which work will be submitted (a maximum of one extension time will be permitted but no more than one calendar beyond the date of this document). Final approval must be received from the Department Chair/Concentration Director.

Both the instructor and the student understand that a normal penalty^{Date} for lateness is to apply and this penalty is to be proportionate to the amount of time extended for make-up. Such grade penalties, however, may be mitigated in cases where serious illness to self and/or immediate family are involved.

The student understands that failure to comply with this agreement will result in a grade of "F" for the above named course.

Student's Signature	Date
Course Instructor Signature	Date
Department Chair Signature	Date

**RETURN TO
OFFICE OF THE
REGISTRAR**

Copies to:
Office of the Registrar
Office of Student Affairs
Course Instructor
Academic Advisor
Student