



# Trinity

**Enrollment Services**  
**125 Michigan Avenue NE**  
**Washington DC 20017**  
 202.884.9530 fax: 202.884.9524

## Request to Issue an Incomplete (Undergraduate Students)

Note: A grade of "I" (Incomplete) is recorded only in cases judged sufficiently serious by the instructor. In all cases, the student and instructor must fill out and sign a Contract for Incomplete Form **no later than the end of the final examination period**, stipulating the work to be done before the grade and credit for the course will be recorded.

Student Name: (F) \_\_\_\_\_ (MI)\_\_\_\_ (L)\_\_\_\_\_

PC ID # or SSN: \_\_\_\_\_ School: CAS  SPS

Telephone #: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

DEPT	CRS NO	SECTION	SESSION	COURSE TITLE

Reason for Requesting the Incomplete Grade: \_\_\_\_\_

All work will be turned in by: \_\_\_/\_\_\_/\_\_\_\_\_ \*This date must adhere to the policy below.

The following policies govern the resolution of Incompletes:

- Resolution of an "I" must be reported to the Office of Enrollment Services within four weeks after the last day of the final examination period for the semester via a change of grade form.
- During the summer session, resolution must be reported within four weeks after the last day of class.
- Students must submit work sufficiently in advance of these dates to allow instructors time for grading.
- Extensions of the Contract for Incomplete for School of Professional Studies students require the approval of the School of Professional Studies Curriculum and Academic Policy (SPS CAP) Committee.
- Grades that are still incomplete after the deadline are changed from "I" to "F" on the student's transcript.
- Students should keep their advisors informed regarding the status of their incomplete grades.

Student Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Office Use Only:** Date Received: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_