



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

Request to Issue an Incomplete (Graduate 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: EDU 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:

- a. A final grade to replace an incomplete from the Fall Term must be received in the Office of the Registrar no later than the last week of class of the following Spring Term.
- b. A final grade to replace an incomplete from the Spring Term must be received in the Office of the Registrar no later than the last week of class of the following Summer Term.
- c. A final grade to replace an incomplete from any Summer Term must be received in the Office of the Registrar no later than the last week of class of the following Fall Term.
- d. Students must submit work sufficiently in advance of these dates to allow instructors time for grading.
- e. Extensions of the Contract for Incomplete require the approval of the Curriculum and Academic Policy (EDU or SPS) Committee.
- f. Grades that are still incomplete after the deadline are changed from "I" to "F" on the student's transcript.

Student Signature: _____ Date: ___/___/_____

Instructor Signature: _____ Date: ___/___/_____

Advisor Signature: _____ Date: ___/___/_____

Office Use Only:	Date Received: _____	Entered by: _____	Date: _____
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