



Office of the Registrar
125 Michigan Avenue NE
Washington DC 20017
 202.884.9200 fax: 202.884.9210

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:

- a. Resolution of an "I" must be reported to the Office of the Registrar within four weeks after the last day of the final examination period for the semester via a change of grade form.
- b. During the summer session, resolution must be reported within four weeks after the last day of class.
- c. Students must submit work sufficiently in advance of these dates to allow instructors time for grading.
- d. 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.
- e. 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: ___/___/_____

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| Registrar Use Only: | Date Received: _____ | Entered by: _____ | Date: _____ |
|----------------------------|----------------------|-------------------|-------------|