



Incomplete Grade Request Form – Please print

Student Name: _____ Gothic ID #: _____

Course Number: _____ Course Name: _____

Department: _____ Instructor: _____

Semester of incomplete request: _____

Extraordinary circumstances for requesting an incomplete grade:

Assignment/s to be completed in order to resolve the incomplete grade:

Timeline for the student to complete assignment/s:

Electronic Signatures below:

Student: _____ Date: _____

Instructor: _____ Date: _____

Dean: _____ Date: _____

Prior to completing form, the student should meet with instructor to discuss possibility of receiving an Incomplete. Requests for incomplete grades must be approved by Dean no later than 10 calendar days prior to end of semester.

IN (Incomplete) Grade: Used only in extraordinary circumstances, the “IN” grade grants a student further time to complete required course work. The deadline for revision of “IN” is six weeks after the beginning of the next semester. “IN” grade for Fall semester or winter session must be satisfied by the sixth week of the following Spring semester. “IN” grade for the Spring or Summer session must be satisfied by the sixth week of the following Fall semester. “IN” grades that are not resolved by the deadline will automatically be converted to “F” grades. The NJCU Grading policy link is <https://catalog.njcu.edu/undergraduate/academic-requirements-policies-procedures/grading-system/>