

**OFFICE OF THE REGISTRAR
Cedar Crest College
REQUEST FOR AN INCOMPLETE GRADE**

Student's Name _____

ID # _____

Semester: _____ Fall _____ Spring _____ May _____ Summer

Year _____

Course(s) in which an Incomplete is requested:

_____	_____	_____	_____
Course Number & Section	Instructor's Signature	Dept. Chair Signature	Date Work Must Be Completed
_____	_____	_____	_____
Course Number & Section	Instructor's Signature	Dept. Chair Signature	Date Work Must Be Completed
_____	_____	_____	_____
Course Number & Section	Instructor's Signature	Dept. Chair Signature	Date Work Must Be Completed
_____	_____	_____	_____
Course Number & Section	Instructor's Signature	Dept. Chair Signature	Date Work Must Be Completed
_____	_____	_____	_____
Course Number & Section	Instructor's Signature	Dept. Chair Signature	Date Work Must Be Completed

Reason for Request: _____

Student's Signature _____

Academic Services Signature _____ Date _____

- 75% of course work must be completed prior to requesting incomplete.
- Work must be completed within the first six weeks after the end of the examination period or the grade automatically becomes a failure, unless otherwise notified in writing by the instructor.
- Students will be expected to provide evidence from Health Services or from a physician if an Incomplete is requested for reasons of illness.
- Students will be responsible for making all arrangements.
- It is the Student's responsibility to submit completed work in the agreed upon timetable

*REQUEST FOR AN INCOMPLETE GRADE: A temporary grade of Incomplete (I) is given to a student who is doing passing work and who has completed at least 75% of the work in a course but who, for reasons beyond the student's control, is not able to complete a major assignment or examination by the deadline for submitting grades. The deadline for requesting an Incomplete is the last day of class. And incomplete must be requested by the student and approved by the instructor and by the Department Chair. The form should be forwarded to Academic Services. In cases involving unusual circumstances, such as sickness or injury, a member of Academic Services or the instructor may request an incomplete on the student's behalf.