

SHIPPENSBURG UNIVERSITY - STUDENT REQUEST FOR INCOMPLETE GRADE(S) FORM

Instructions:

The grade of "I" (incomplete) may be requested if you are unable to complete the requirements of a course due to a serious illness, death in the family, or personal emergency. **(Note: Refer to the "Incomplete Grade" policy in the catalog.)** Substantiating documentation should be obtainable and may be required by your instructor. To request an incomplete for a course, submit this form directly to the instructor of the course for their signature. If you do not complete the work for a course in which you received a grade of "I" by the last day of classes before final exam week of the next full (fall or spring) semester, you will receive a grade of "F" for that course.

If you are requesting more than one incomplete grade, you must obtain an approval signature from each instructor indicating they will issue an "I" (incomplete) grade.

Note: When permission is granted by a faculty member, the approval signature affirms that the remaining assignments/requirement will be communicated to the student.

Student Name (print): _____ SU ID #. _____
(Last Name, First Name)

Requesting incomplete grade for (indicate number of courses, or indicate 'all courses') _____ Term _____
(ex: fall 2022)

Please provide justification for this request: _____

List course(s): include course code (department, course, section, CRN), title, and instructor's name. Get each instructor's signature for those courses you are seeking incomplete grades.

Course Code with CRN (ex ENG250-01 CRN:20541)	Course Title (Intro to Literature)	Print Instructor's Name	Permission Granted Instructor's Signature/Date

Student's Signature

Date

Remember, if this request is for a grade of incomplete in more than one course, you must obtain the signatures of each instructor before submitting this form to the Registrar's Office.

Retain a copy for your records then submit the original to the Registrar's Office in Old Main room 110 or via email at regdataoffice@ship.edu.