



## INCOMPLETE FORM

					DATE     /     /
STUDENT					
STUDENT ID #		INSTRUCTOR			
COURSE		SEMESTER		YEAR	
<b>STUDENT SIGNATURE</b> <i>Signature acknowledges agreement with statement below.</i>					
Reason for Incomplete:					
<p>A faculty member may grant an Incomplete grade only when all the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student has a serious reason to make the request, such as a medical or family emergency;</li> <li>2. The student requests the Incomplete; and</li> <li>3. The student has completed at least 75% of the work, and is able to finish the course with minimal assistance from the professor.</li> </ol>					
DEADLINE FOR COMPLETION:			/     /		
<p><b><i>IF WORK IS NOT COMPLETED BY THE DEADLINE, THE GRADE WILL REVERT TO ____.</i></b>  <i>An Incomplete becomes an F and is entered as such on the official transcript if the Incomplete is not removed in the period specified by the instructor, or by the end of the fall or spring term following the one in which the incomplete grade was received.</i></p>					
<b>APPROVAL</b>					
INSTRUCTOR				DATE	
				/     /	
DEPARTMENT CHAIR				DATE	
				/     /	
DEAN				DATE	
				/     /	

**Faculty should submit a Grade Change Form when work is completed.**  
 Grade Change Forms are available online at [www.msmary.edu/academicforms](http://www.msmary.edu/academicforms).