

# Alcorn State University

Office of Academic Affairs

## REQUEST FOR INCOMPLETE GRADE

**Instructions:**

1. Students must complete PART A of the form.
2. Students must obtain instructors' approval, by having the instructor complete and sign PART B of the form.
3. Faculty will forward to their department chairs to secure their approval.
4. Department chairs will forward to the Registrar's Office, copying the School Dean and Academic Affairs.

**PART A - TO BE COMPLETED BY STUDENT**

**Student: Note that an incomplete grade will convert to an "F", if assignment(s) are not completed.** An incomplete grade must be removed within 13 months after the grade is recorded even if a student fails to enroll.

Name: \_\_\_\_\_

A#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ASU Email: \_\_\_\_\_

School: \_\_\_\_\_ Major: \_\_\_\_\_

Select One:  Graduate Student  Undergraduate Student

I request permission to receive an Incomplete (I) grade in the \_\_\_\_\_ semester/year for:

Dept \_\_\_\_\_ Course# \_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_

Reason(s) for Incomplete (required):

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PART B - TO BE COMPLETED BY INSTRUCTOR**

An Incomplete may be granted when exceptional circumstances prevent a student from completing course requirements within the normal time limits. An Incomplete should be given only when the student has completed enough work for the course upon which to base a grade. Students for whom no basis for evaluation exists should be advised to drop or withdraw from the course by the published deadlines for such actions. If you indicate a grade other than "F", as the grade to be recorded, i.e. a passing grade, the circumstances should not be one in which the student would have an unfair advantage over other students in the course in being able to pass simply by not completing work required of others. If approving an Incomplete, do not enter any grade, including N/A, on your online grade roster.

Specify, in detail, course requirement(s) to be met before a final grade is given:

Deadline date for removal of incomplete (date by which student must submit completed work) \_\_\_\_\_

If work is not submitted by the deadline date, the grade to be recorded for this student is \_\_\_\_\_

(This grade will be posted by the Registrar's Office if a Removal of Incomplete Grade Form is not submitted within two weeks after the deadline).

Instructor Name (please print)	Instructor Signature	Date
Instructor Campus Address		Email Address
Course Department Chairperson Signature		Date