



Request for Incomplete

In the case of illness or other grave reasons, a student may request permission from the associate dean to receive a provisional grade of N, which permits the student to complete the work of a course after the course has ended. The grade is converted to an A-F grade after the remaining work is submitted and graded.

A student requesting an N grade must submit this signed form to the associate dean *by the last day of class* in the semester. Make three copies: The student and the professor should each keep one; submit the third to the associate dean (3307 M Street, Suite 202). Hand delivery is advised.

Unauthorized N grades will automatically be converted to failures.

When an N grade is granted, the professor must *submit an A-F grade* by the following deadlines:

- January 15 for a fall semester course
- June 15 for a spring semester course
- September 15 for a summer course

An incomplete not cleared by the above dates will be converted to F. It is not possible to extend an incomplete beyond the above dates.

Note that the student should submit course assignments well *before* the above due dates, to allow the professor time to grade the assignments. The professor and/or the associate dean may set deadlines earlier than above.

Student name _____

Student GU ID (starts with 8) _____

Course number _____

Semester _____

Professor name _____

Reasons for the requested incomplete. Be specific. If medical, please attach documentation:

What work must the student complete? Be specific:

Deadline for submission to professor_____

How is the material to be submitted (email, hand delivery, etc.)_____

Grade penalty to be imposed as part of this incomplete:_____

Professor's comments and endorsement:

I have read the instructions on this form and agree to the terms for completing this incomplete.

Student's signature_____

Date_____

Professor's signature_____

Date_____

Approval by associate dean_____

Date_____