



# REQUEST FOR INCOMPLETE GRADE

Office of the Registrar  
McGregor Hall, 213

## TO THE STUDENT AND INSTRUCTOR:

*This form must be submitted to the Registrar before the end of the term. Requests received after this date will not be processed and will result in a grade determined by work completed.*

### **PART I: TO BE COMPLETED BY STUDENT**

*(Send form to instructor to complete the back of this form before submission to the Registrar's Office)*

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

Are you currently on Academic Probation?  YES  NO

*Because incomplete grades negatively affect the completion rate, **students are not permitted to request or receive incomplete grades while on academic probation.** Incomplete grades count as both attempted credits and unearned credits in the calculation of completion rates. (The completion rate is determined by dividing the number of earned credits by the number of attempted credits).*

COURSE PREFIX & NUMBER: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

TERM:  Fall  N-D Block  Winter  Spring  J-A Block Year: \_\_\_\_\_

REASON FOR REQUEST: (if medical, documentation from a doctor must be attached)

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**NOTE: Course work must be completed no later than the Friday of the 5<sup>th</sup> full week of the student's next regular study term (not a block), or as identified by instructor expectations. If the Office of the Registrar is not notified of a permanent grade, the incomplete will change to a grade of "F" after the designated deadline.**

I, \_\_\_\_\_, understand the Antioch College policy regarding incomplete work and I understand my instructor's expectations regarding the completion of the remaining course requirements outlined below and/or as identified on the attached documentation.

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

\_\_\_\_\_  
Date

**PART II: TO BE COMPLETED BY THE INSTRUCTOR**

*To the Instructor: Once the designated course expectations/requirements have been completed, a Grade Change Form must be submitted to the Registrar. The Grade Change Form must be submitted no later than five (5) days after the agreed upon deadline. If the instructor provides no deadline, the default deadline will apply. The default deadline is the end of the fifth week of the student's next regular study term (not a block).*

Course Requirement: \_\_\_\_\_

\_\_\_\_\_  
Due Date

Course Requirement: \_\_\_\_\_

\_\_\_\_\_  
Due Date

Course Requirement: \_\_\_\_\_

\_\_\_\_\_  
Due Date

Course Requirement: \_\_\_\_\_

\_\_\_\_\_  
Due Date

**INSTRUCTOR ACKNOWLEDGEMENT AND SIGNATURE:**

*I, \_\_\_\_\_, understand that a grade of IN is a temporary indicator that is only appropriate to assign when a student has completed the majority (greater than or equal to 75 %) and is passing the course at the time.*

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:** *Date Request Received:* \_\_\_\_\_ *Incomplete Due:* \_\_\_\_\_

*Additional Approval (if required):* \_\_\_\_\_

*Grade Entered On:* \_\_\_\_\_ *Narrative Evaluation Received:* \_\_\_\_\_