



REQUEST FOR INCOMPLETE GRADE

Office of the Registrar
McGregor Hall, 213

TO THE STUDENT AND INSTRUCTOR:

Requests for an Incomplete Grade must be approved by the faculty member and submitted to the Registrar's Office before grades are due (typically the first Wednesday following the last day 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 second page before submission to the Registrar's Office)

NAME: _____ STUDENT ID: _____

Are you currently on Academic Probation? ☐ YES ☐ NO

Before requesting an incomplete grade, the student should evaluate their capacity to complete the missing work by the deadline and consider the impact of an incomplete during Standard Academic Progress (SAP) reviews that occur at the end of each term. Incomplete grades count as attempted credits but not earned credits in the calculation of completion rates and grade point averages and could place some students in jeopardy of probation, suspension or dismissal until resolved.

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)

NOTE: *Course work must be completed by the agree upon due date, but deadlines cannot exceed beyond four (4) weeks after the end of the term. If the Office of the Registrar is not notified of a permanent grade, the incomplete will change to a grade of "F" after the 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's Office. The Grade Change Form must be submitted by the agreed upon deadline. If the instructor provides no deadline, the default deadline of four (4) weeks after the end of the term will apply.

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 the student has submitted the majority their course work at passing quality at the time of the initial request or precipitating event.

Instructor Signature

Date

OFFICE USE ONLY: *Date Request Received:* _____ *Incomplete Due:* _____

Additional Approval (if required): _____

Grade Entered On: _____ *Narrative Evaluation Received:* _____