

INCOMPLETE GRADE REQUEST

Student Name _____ SID # _____ Year Matriculated _____

Program ☐ M.Arch I ☐ M.Arch II ☐ M.E.D. Current Year ☐ 1 ☐ 2 ☐ 3 ☐ 4 Date _____

The grade of "Incomplete" is a temporary grade that may be awarded only for extenuating external circumstances. In order for a grade of "Incomplete" to be awarded for non-medical reasons, a student must request such a grade in writing to the Dean prior to the final examination and/or final review. In order for a grade of "Incomplete" to be awarded for medical reasons, a student must make such request in writing to the Dean accompanied by a doctor's letter as soon as reasonably possible. If approved, course work shall be made up by a date set by the Dean, in consultation with the appropriate faculty member, but in no case later than the end of the next semester in which the student is enrolled.

Course #	Course Name	Instructor	For Dean's Office Use Only
			Authorized Completion Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ For Non-Medical Reasons

☐ For Medical Reasons (attach doctor's letter)

Explanation of Request (if more space is needed, attach additional page)

Student Signature _____

DEAN'S OFFICE

Final Action ☐ Approved ☐ Disapproved

Comments _____

 Signature of Dean Date _____