

# 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 Title	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- For Non-Medical Reasons
- For Medical Reasons (attach doctor's letter)

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

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

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## DEAN'S OFFICE

Final Action  Approved  Disapproved

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## RULES COMMITTEE (Studio Course Only)

Meeting Date: \_\_\_\_\_ Final Action  Approved  Disapproved  Hold For

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Signature of Chairperson Rules Committee