Office of the Registrar
Ochre Court, Room 203
100 Ochre Point Avenue
Newport, RI 02840-4192
Tel: 401-341-2943
sruregistrar@salve.edu

OFFICE USE ONLY
Date Recorded: _____

Recorder Initials:_____

UNDERGRADUATE
INCOMPLETE GRADE REQUEST

Instructions for Completing and Submitting This Form

1. **Download this PDF** and save it to your computer or mobile device before completing it. Do not complete the form in your web browser.
2. **Open the downloaded file using Adobe Acrobat Reader** or Adobe Acrobat Pro, then complete the form.
3. **Digitally sign the form** using Adobe Acrobat's signature feature: Select Fill & Sign or Certificates, depending on your version of Adobe Acrobat, then apply your digital signature in the designated signature area.
4. **Save the completed and signed form** to your device.
5. **Submit the form by email**: Current students must submit the completed form from their Salve Regina University email account.

Student Name:_____ **Student ID:** _____

Academic Year: _____ **Semester:** _____

COURSE INFORMATION

Course Code: _____ **Section:** _____ **Title:** _____

RATIONALE FOR REQUESTING INCOMPLETE GRADE

Incomplete grades are approved only for circumstances beyond the student's control. A valid rationale is mandatory prior to review of the incomplete request form. For example:

- Valid academic reasons might include unanticipated difficulty obtaining research materials, or failure of a critical experiment.
- Valid non-academic reasons might include extended illness, or death of a loved one, etc.
- Invalid reasons include: student elected not to complete the course on time, or student would otherwise fail the course, etc.

Explanation for Incomplete Grade:

_____

_____

_____

_____

ACKNOWLEDGEMENT

NOTE: Incomplete Grade Request Forms must be received by instructor by the final exam date, or other ending date of the course, whichever comes first. Courses not completed by the specified deadline will receive a grade of "F" in accordance with University policy.

Student Signature: _____ **Date:** _____

Return this form to the Office of the Registrar by email at: **sruregistrar@salve.edu**

INSTRUCTOR SECTION

Deadline for Course Completion: _____

Incomplete Grade Request Forms must be received by the instructor by the last day of the semester. Incomplete grade deadlines may not extend beyond the last day of the following semester. The instructor must submit a change of grade form to resolve the incomplete by the specified deadline. Courses not completed by the specified deadline will receive a grade of "F" in accordance with university policy.

Work to be Completed: _____

_____

_____

Instructor Signature: _____ **Date:** _____

Return this form to the Office of the Registrar by email at: **sruregistrar@salve.edu**