

SYRACUSE UNIVERSITY

Office of the Registrar

REQUEST FOR INCOMPLETE GRADE

PART A - TO BE COMPLETED BY STUDENT

Student: Note that an Incomplete calculates as "F" in the GPA

Name: _____ SUID# _____

Mailing Address: _____

Email: _____ Phone Number: _____

Home College/School: _____ Major(s): _____

Select One: Graduate Student Undergraduate Student

I request permission to receive an Incomplete (I) grade in the _____ semester/year for:

Dept _____ Course# _____ Section _____ Title _____

Reason(s) for Incomplete (required):

Student Signature _____ Date _____

Instructions:

1. Obtain instructor's approval, by having the instructor complete and sign the lower section of the form.
2. *Graduate students* - Obtain the course department chairperson's signature, make a copy for your records and submit the form to the Registrar's Office.
3. *Undergraduate students* - For main campus students in Arts and Sciences and Education, obtain the department chairperson's signature, make a copy for your records and submit to your College/School for signature and processing.

PART B - TO BE COMPLETED BY INSTRUCTOR

An Incomplete may be granted when exceptional circumstances prevent a student from completing course requirements within the normal time limits. An Incomplete should be given only when the student has completed enough work for the course upon which to base a grade. Students for whom no basis for evaluation exists should be advised to drop or withdraw from the course by the published deadlines for such actions. If you indicate a grade other than "F", as the grade to be recorded, i.e. a passing grade, the circumstances should not be one in which the student would have an unfair advantage over other students in the course in being able to pass simply by not completing work required of others. If approving an Incomplete, do not enter any grade, including N/A, on your online grade roster.

Specify, in detail, course requirement to be met before a final grade is given:

Deadline date for removal of incomplete (date by which student must submit completed work) _____

If work is not submitted by the deadline date, the grade to be recorded for this student is _____

(This grade will be posted by the Registrar's Office if a Removal of Incomplete Grade Form is not submitted within two weeks after the deadline)

Instructor Name (please print) Instructor Signature Date

Instructor Campus Address Email Address

Course Department Chairperson Signature Date

College/School Signature (Required for undergraduates ONLY) Date