



Marywood

UNIVERSITY

OFFICE OF THE REGISTRAR

REQUEST FOR “INCOMPLETE” GRADE

According to Marywood policy, a student who has done satisfactory work in a course but has not completed the course requirements **because of illness or some other emergency situation** may be given the standing “Incomplete.” An incomplete must be completed within one month after the opening of the following semester (Social Work: within four weeks after the end of the session.) If the student fails to complete the required work within the time allotted, the course instructor will change the “I” to an appropriate grade. If the course instructor fails to do this, the Registrar will change the grade. In most cases the temporary “I” will become a permanent “F*”.

I, _____
Name of Student

understand the above policy and request an “Incomplete” grade for the following course:

_____	_____	_____	_____
Department	Catalog	Section	Semester
_____		_____	
Course Title		Course Instructor	

If the above student should fail to complete requirements for the above course the grade “I” will become _____.

Signature of Student Requesting “Incomplete”

Date

Signature of Course Instructor

Date

THIS FORM SHOULD BE RETAINED BY THE COURSE INSTRUCTOR AND ATTACHED TO THE GRADE SHEET FOR THE COURSE INDICATED ABOVE.