

**REQUEST FOR GRADE OF INCOMPLETE**  
**REGIS COLLEGE**

(To be completed by the student for each incomplete grade)

Regis College, in accordance with Regis University policy as stated in the University Bulletin, will allow students to request a grade of Incomplete due to extraordinary circumstances. A grade of Incomplete must be requested in writing and approved by the instructor. The time frame for submission of the late assignment(s) must be negotiated with the instructor and must not exceed the end of the first full semester after the semester in which the grade of incomplete is assigned.

SEE THE BULLETIN FOR FURTHER DETAILS

*To be completed by the Student \* Please use a ballpoint pen*

STUDENT \_\_\_\_\_ ID# \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_ LOCAL PHONE \_\_\_\_\_

COURSE (prefix & number) \_\_\_\_\_ COURSE SECTION \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

Circumstances justifying incomplete grade (include percent of work completed and grade to date):

\_\_\_\_\_

I accept \_\_\_\_\_ Do not accept \_\_\_\_\_ the request for this incomplete. Grade to date \_\_\_\_\_.  
(Briefly state the reason). \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

1. Work to be completed by student (attachments as appropriate): \_\_\_\_\_

\_\_\_\_\_

2. Deadline for submission of student work to instructor: \_\_\_\_\_

3. Other incomplete grades, as identified by the student, being requested or already on transcript:

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_ e. \_\_\_\_\_

4. Probational Incompletes: Special permission needed for students on probation.

I approve \_\_\_\_\_ Do not approve \_\_\_\_\_ the request for this incomplete.

Associate Dean's Signature \_\_\_\_\_

Instructor must submit a grade change form prior to the end of the semester when work is due.

I understand that if I do not complete the above requirements in the time frame agreed upon my grade for this course will become a/an \_\_\_\_\_.

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

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy: Dean's office White Copy: Registrar Yellow Copy: Instructor Pink Copy: Student Gold Copy: Advisor