



NEUMANN UNIVERSITY
REQUEST FOR AN INCOMPLETE GRADE

A student requesting a Grade of Incomplete ("I") must use the form below and return it to the Registrar's Office.
Please read this form carefully, and complete ALL required information.

Student's Name _____ ID No. _____
(Print Full Name)

Course Title _____ Course No. _____ Term _____

Student's Signature _____ Date _____

In order to receive a grade for this course, the above named student must complete the following assignments/examinations: (Attach additional sheets, if needed.)

Assignments/examinations due by: _____

Instructor Name (please print): _____

Instructor's Signature: _____ Date: _____

Division Dean's Signature: _____ Date: _____

*As stated in the Online Catalog of Neumann University:

Incomplete ("I"): *Incomplete grades are given only at the student's request and only after that request has been approved by the student's instructor. To initiate this process, the student must complete an Incomplete Request Form, attach appropriate justification for the request, and have the faculty member sign his/her approval. There is no guarantee that faculty approval is automatic.*

Grades of Incomplete must be removed, i.e., all work must be completed, within four weeks from the last day of the semester in which the grade is issued. Specific dates are published in the University's Academic Calendar and other related documents issued through the Registrar's Office. If the student does not complete the course requirements by the specified deadline date, and unless an extension has been granted, the faculty member must record and submit an automatic grade of "F" to the Registrar's Office. In unusual circumstances, extensions to the deadline dates may be granted at the discretion of the faculty member who conveys that determination in writing to both the Division Dean and Registrar. In no instance is an extension approved for more than a 12-month period from the initial granting of the Incomplete grade.

Registrar's Staff Initials: _____

Date entered: _____