

Mount St Joseph University

Undergraduate Incomplete Request Form

Students may request an Incomplete "I" grade ONLY if they have made significant academic progress in a course of at **least 75% course requirement completion**, and plan to complete the work before an agreed upon deadline. Incomplete grades do not contribute to the semester or cumulative grade point average, and are not calculated in academic standing until replaced by a grade. Full incomplete policy can be found in the Undergraduate Catalog.

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| <p>Student is required to check the following as completed:</p> <p><input type="checkbox"/> I have discussed the possibility of an incomplete grade with the instructor, including the option of withdrawing from the course.</p> <p><input type="checkbox"/> I have completed 75% of the course requirements, and for a serious reason am unable to complete the remaining requirements by the end of the course.</p> | <p><input type="checkbox"/> I am will complete the work without "sitting in" on the same course in the upcoming semester.</p> <p><input type="checkbox"/> I will complete the course work by the completion date mutually agreed upon.</p> <p><input type="checkbox"/> I understand that if an "I" grade is not changed by the time specified in the grade conversion schedule, the "I" grade will automatically convert to an "F" (failing) grade. (see below)</p> |
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Student and instructor must complete this form with signatures **by the last week of the classes for a full semester course OR before the last scheduled date of an accelerated course**. The student must return the signed form to the Registrar's Office by last day of the semester.

Student's Name: _____ **Mount ID#:** _____
(please print)

Instructor's Name: _____ **Semester/Year:** _____
(please print)

Course Number: _____ **Course Title:** _____

The following required assignments or examinations must be completed in order to change the grade of "I" to a letter grade. (Attach additional documentation if more space is needed)

| Assignment | Due Date |
|------------|----------|
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| | |

Completion Date (as agreed upon by student/instructor): _____

Student's Signature: _____ **Date:** _____

Instructor's Signature _____ **Date:** _____

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| <p>I Grade Conversion Schedule if above completion date not met: "I" grades convert to "F" grades on the following schedule: Fall semester "I" (Incomplete) grades change to "F" last day of spring semester; Spring semester "I" (Incomplete) grades change to "F" the end of 3rd week of fall semester; Summer session "I" (Incomplete) grades change to "F" the last day of fall semester.</p> |
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Student and Instructor should retain a copy of this form. Completed/signed form must be returned to the Registrar's Office, Conlan Center via paper or by email from student's MSJ email to Registrar@msj.edu by last day of semester.