



REQUEST FOR ASSIGNING A GRADE OF INCOMPLETE / Academic Affairs > Grading System

A report of "I" (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of "I" requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion.

Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation.

If an "I" is not changed to a letter grade within one calendar year, it will be changed to the grade F.

The request for assigning a grade of incomplete should be completed before final grade submission by the instructor and submitted to the Registrar's Office. If possible, the student should continue attending class until the incomplete is approved.

Section A: Student Biographical Information

Last Name		First Name		Middle Initial
VSU ID Number	Department	Major	Advisor	
VSU Email		Phone	Alternate Phone	
Mailing Address		City	State	Zip Code

Section B: Course Information

CRN	Prefix/Number	Section	Course Title	Credit Hours
Semester	Year		Instructor	

NON-ACADEMIC REASON FOR REQUESTING AN INCOMPLETE (Include/attach additional documents as needed):



Section C: Course Grade Status - To be Completed by Instructor

Instructor	Date the "I" Request was Received	In-Progress Grade at Time of Request

- YES NO – Did the student have a passing grade at the time of the request?
 YES NO – Do you agree to the student's request for the incomplete?

***CONTINUE ONLY IF THE ANSWER TO BOTH QUESTIONS IS YES**

If the request for an incomplete is approved, please do not re-register for the same course again as it could have adverse effects on your academic record. Contact the Registrar's Office for further explanation.

PROVIDE ALL REMAINING ASSIGNMENTS TO BE COMPLETED, AND TIMELINE / DATES FOR COMPLETION:
(Include/attach additional documents as needed):

ASSIGNMENT	TIMELINE / DUE DATE

Student Name (Type/Print)	Student (Signature)	Date
Instructor Name (Type/Print)	Instructor (Signature)	Date
Department Head / Director Name (Type/Print)	Department Head / Director (Signature)	Date