

INSTRUCTIONS

This form is used to request permission to temporarily assign an incomplete "I" grade. The instructor of the course completes this form and submits this to the Program Chair/Director. The Program Chair/Director approves or denies the request, and submits the form to the Registrar's Office. If the Program Chair/Director also happens to be the course instructor, they can request approval from Executive Dean. A grade of "I" must be evaluated and changed within 50% of the immediate consecutive course. At this time, all work from the previous course must be completed and submitted to the instructor. If a grade is not submitted within the allotted period of time, or if a student withdraws from the Institute while an incomplete grade is on their transcript, the grade will be changed from "I" to "F" with the assumption that the student has not fulfilled their requirements for the course. Any amendments to this form or its parameters require a resubmission. Please refer to the New Lines Institute Academic Catalog for the details of Incomplete Grade ("I") grade policy.

Course Instructor (Name)

Course Code

Section, if any

Course Name

Term & Year

Credits

Submitting a request for an incomplete for

Student Name

Student ID

Please provide a brief description of the compelling reasons for this request (attach additional pages as needed)

Course work remaining to be completed and required completion dates)

The student will receive a letter grade of _____ and a percentage of _____ if outstanding work is not submitted.

NOTE: A grade change request form must be submitted to change the "I" to a letter grade, or the "I" will be automatically turned to an "F" by (end of 50% of the immediate consecutive course: _____)

Student's Name & Signature

Date

Instructor's Name & Signature

Date

Department/Program Chair

☐

Approved

☐

Denied:

Date

Notes (if required)

Registrar's Office

Date Received

By