

Bryn Athyn College

Request for a Temporary Grade of Incomplete

This form indicates your request for a temporary grade of Incomplete in a course. The policy in the Undergraduate Student Handbook regarding an Incomplete is as follows:

“When for reasons beyond their control, such as serious illness, students can not complete a course as scheduled, their work may be marked Incomplete (“I”). This work must be completed by the end of the fourth week following the term in which the “I” is given; otherwise the “I” will automatically be changed to “F.” Granting an incomplete is strictly at the discretion of the academic dean, in consultation with the instructor; all incompletes must be approved by the academic dean. Coursework required to complete a course and move from an “I” to a grade is entirely the student’s responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.”

Once you have completed the process and all portions of this Request for an Incomplete have been signed and dated by appropriate parties, please submit this form to the Registrar’s Office for processing.

Student Name: _____

Instructor Name: _____

Course Name and Number: _____ Term / Year: _____

STEP 1: Student Portion. Please describe the reason you are requesting an Incomplete.

STEP 2: Student/Advisor Portion. Explain in detail, including dates, how you plan to finish the remaining work.

STEP 3: Faculty Portion to be discussed with student.

Date Final Coursework will be submitted: _____

Additional Notes: _____

Faculty Signature*: _____ Date: _____

**Note that approval for an Incomplete can only be granted by the Dean of Academics. See below.*

STEP 4: Dean of Academics: Please sign below to grant approval of an Incomplete for this course as described above.

Signature: _____ Date: _____