

INCOMPLETE APPROVAL FORM

TO STUDENT: This form constitutes your petition to receive a grade of "I" (incomplete) for the course listed below. In order for a grade of "I" to be granted, this form must be endorsed by both the faculty member and appropriate academic dean.

Student: _____ **ID #** _____

Course Number and Name: _____

Instructor: _____ **Term:** _____

TO BE COMPLETED BY INSTRUCTOR:

NOTE TO FACULTY: A grade of "I" may be granted for a student who has substantially completed a course but as a result of serious illness or other justifiable cause cannot complete all requirements of the course by the end of the term. *The "I" is not granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the end of the term without an exceptionally good reason. The student must be passing the course at the time of the request for the incomplete.* The maximum time allowed for clearing a grade of "I" is one year from the START of the course. It is your responsibility to submit a grade change when work is submitted or the deadline has passed.

I acknowledge that if I do not receive a passing grade for this course within 45 calendar days, per federal financial aid guidelines I will be considered to be withdrawn from the course and federal funds may be required to be returned to the federal government. This could result in a balance due to NMC that must be paid before I am allowed to enroll in a subsequent term. Please talk with your financial aid counselor if you have questions

I accept this student's petition for a grade of "I" (incomplete) in the course named above. The following coursework must be finished and submitted by the deadline(s) stated below: (please use back of form if more space is needed)

All work will be evaluated according to standards already established for the course. If the coursework listed above is NOT completed by _____ I will assign a final grade of _____

Day/Month/Year

Grade

Instructor's Signature

Date Signed

Academic Dean's or Program Director's (if not teaching course) Signature

Date Signed

TO BE COMPLETED BY STUDENT:

I understand and accept the conditions stated above, and that it is my responsibility to complete the coursework in the time allotted. I also acknowledge that the grade of "I" is intended to be a *temporary* one and should I fail to complete all coursework prior to the deadline(s), I would receive the final grade as indicated above.

Student Signature

Date Signed

Instructor – Please submit copies of completed form to: Advisor, Program Director, Registrar, Student

Registrar's Office – Notify NMC Help Desk – Student will need access to the course through the deadline listed above.

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