REQUEST FOR GRADE OF INCOMPLETE
REGIS COLLEGE

(To be completed by the student for each incomplete grade)
Regis College, in accordance with Regis University policy as stated in the University Bulletin, will allow students to request a grade of Incomplete due to extraordinary circumstances. A grade of Incomplete must be requested In writing and approved by the instructor. The time frame for submission of the late assignment(s) must be negotiated with the instructor and must not exceed the end of the first full semester after the semester in which the grade of incomplete is assigned.
SEE THE BULETIN FOR FURTHER DETAILS

To be completed by the Student

STUDENT_____**ID #**_____

LOCAL ADDRESS_____**LOCAL PHONE**_____

COURSE (prefix, number & section)_____**COURSE TITLE**_____

INSTRUCTOR_____ **PHONE #**_____

Circumstances justifying incomplete grade (include percent of work completed and grade to date)

_____

I accept_____ Do not accept_____ the request for this incomplete grade. Grade to date: _____.

Briefly state the reason)._____

Instructor's Signature:_____

1. Work to be completed by student (attachments as appropriate):_____
2. Deadline for submission of student work to instructor:_____
3. Other incomplete grades, as identified by the student, being requested or already on transcript:
   a._____ b._____ c._____ d._____ e._____
4. **Probational Incompletes: Special permission needed for students on probation.**

I approve_____ Do not approve_____ the request for this incomplete.

Associate Dean's Signature_____

Instructor must submit a grade change form prior to the end of the semester when work is due.

I understand that if I do not complete the above requirements in the tie frame agreed upon my grade for this course will become a/an_____.

Student Signature_____ **Date**_____

Instructor Signature_____ **Date**_____