



REQUEST FOR INCOMPLETE GRADE

Office of the Registrar
McGregor Hall, 213

TO THE STUDENT AND INSTRUCTOR:

This form must be submitted to the Registrar before the end of the term term. Requests received after this date will not be processed and will result in a grade determined by work completed.

PART I: TO BE COMPLETED BY STUDENT

(Send form to instructor to complete the back of this form before submission to the Registrar's Office)

NAME: _____ STUDENT ID: _____

Are you currently on Academic Probation? YES NO

*Because incomplete grades negatively affect the completion rate, **students are not permitted to request or receive incomplete grades while on academic probation.** Incomplete grades count as both attempted credits and unearned credits in the calculation of completion rates. (The completion rate is determined by dividing the number of earned credits by the number of attempted credits).*

COURSE PREFIX & NUMBER: _____ INSTRUCTOR: _____

COURSE TITLE: _____

TERM: Fall N-D Block Winter Spring J-A Block Year: _____

REASON FOR REQUEST: (if medical, documentation from a doctor must be attached)

NOTE: Course work must be completed no later than the Friday of the 5th full week of the student's next regular study term (not a block), or as identified by instructor expectations. If the Office of the Registrar is not notified of a permanent grade, the incomplete will change to a grade of "F" after the designated deadline.

I, _____, understand the Antioch College policy regarding incomplete work and I understand my instructor's expectations regarding the completion of the remaining course requirements outlined below and/or as identified on the attached documentation.

Student Signature

Date

PART II: TO BE COMPLETED BY THE INSTRUCTOR

To the Instructor: Once the designated course expectations/requirements have been completed, a Grade Change Form must be submitted to the Registrar. The Grade Change Form must be submitted no later than five (5) days after the agreed upon deadline. If the instructor provides no deadline, the default deadline will apply. The default deadline is the end of the fifth week of the student's next regular study term (not a block).

Course Requirement: _____

Due Date

Course Requirement: _____

Due Date

Course Requirement: _____

Due Date

Course Requirement: _____

Due Date

INSTRUCTOR ACKNOWLEDGEMENT AND SIGNATURE:

I, _____, understand that a grade of IN is a temporary indicator that is only appropriate to assign when a student has completed the majority (greater than or equal to 75 %) and is passing the course at the time.

Instructor Signature

Date

OFFICE USE ONLY: *Date Request Received:* _____ *Incomplete Due:* _____

Additional Approval (if required): _____

Grade Entered On: _____ *Narrative Evaluation Received:* _____