Olin College of Engineering

Request for Incomplete Grade

The deadline for requesting an Incomplete Grade is the Last Day of Instruction of the semester.

Incomplete Policy: In extenuating circumstances, a student may request an incomplete grade by petitioning the Dean of Student Life. If an incomplete grade is approved, the student will be granted an extension period to complete the coursework. The period of the extension will be determined by the Dean of Student Life but will not be greater than the end of the subsequent semester. A grade of **I** will be listed as a temporary grade and will not affect the grade point average. Temporary grades must be converted to a permanent grade by the end of the subsequent semester. If the work is not completed by this time, the incomplete grade of **I** will be changed to **IF**, Incomplete Failing, or an alternate grade upon approval of the instructor and the Dean of Faculty. An **IF** grade does affect a grade point average.

Last Name _____ First Name _____ Middle Initial _____ Semester _____

Student ID Number _____ Major _____

I request an Incomplete Grade for the following course:

Course # / Section #	COURSE TITLE	INSTRUCTING FACULTY MEMBER

The following plan has been developed in concert with my faculty member and adviser and details what I need to do to complete the course (please be specific):

Course Grade at Time of Approved Incomplete (If Available) _____

Projected Date for Course Completion _____

Student Signature _____

Date _____

Instructing Faculty Signature / Date _____

Adviser Signature / Date _____

Dean of Student Life Approval / Date _____

Date Received:

Processed By:

Original – Registrar

Instructing Faculty Member keep a copy

Student keep a copy

May 2014