



**Request for Incomplete Grade
Schiller International University**

Student Name: _____

Course: _____

Professor: _____ Month of Enrollment: _____

An "I" indicates that the student was unable to complete the work or take the final examination because of illness or other causes that the student could not control. This designation must be requested in writing by the student and must be approved by the faculty member.

According to the Schiller International University Catalog:

"A grade of incomplete (I) is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the CGPA or total credit hours earned. If not completed, the "I" becomes an NC (No Credit) or an "F" and is then included in the calculation of the CGPA. If a student receives an Incomplete, he/she must complete all work no longer than 30 days or by the due date noted by faculty member in the written agreement. Incompletes that are not finished are to be permanently recorded by the registrar's office as an F grade. Students are responsible for this deadline.

In the space below, provide written rationale for requesting an "Incomplete" and evidence to support an incomplete request. This request must be approved by your professor, the instructor and provided to the Provost for review. **NO "INCOMPLETE" WILL BE GRANTED WITHOUT THIS COMPLETED AND SIGNED FORM.**

Student Signature

Date

Professor Signature

Date

Work must be completed by: _____

Registrar Signature

Date