



**Office of the Registrar**  
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**OFFICE USE ONLY**

Date Recorded: \_\_\_\_\_

Recorder Initials: \_\_\_\_\_

**UNDERGRADUATE  
 INCOMPLETE GRADE REQUEST**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**COURSE INFORMATION**

**Course Code:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**RATIONALE FOR REQUESTING INCOMPLETE GRADE**

Incomplete grades are approved only for circumstances beyond the student's control. A valid rationale is mandatory prior to review of the incomplete request form. For example:

- Valid academic reasons might include unanticipated difficulty obtaining research materials, or failure of a critical experiment.
- Valid non-academic reasons might include extended illness, or death of a loved one, etc.
- Invalid reasons include: student elected not to complete the course on time, or student would otherwise fail the course, etc.

**Explanation for Incomplete Grade:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGEMENT**

**NOTE:** Incomplete Grade Request Forms must be received by instructor by the final exam date, or other ending date of the course, whichever comes first. Courses not completed by the specified deadline will receive a grade of "F" in accordance with University policy.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTOR SECTION**

**Deadline for Course Completion:** \_\_\_\_\_  
*Deadline may not exceed one semester beyond the scheduled end-date of the course. Faculty may designate an earlier deadline, but not later.*

**Work to be Completed:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_