

Incomplete Grade Request Form

The Incomplete grade (I) indicates that the student registered for course credit but has not submitted all the evidence required for a quality grade. The request for an Incomplete grade must be initiated by the student. The faculty member will determine the validity of the request and approve or deny the Incomplete grade. The completed form is forwarded to the Dean of Students Office. Students borrowing federal loans should contact the Graduate Financial Aid Office to determine how a grade of I will impact borrowing eligibility.

According to the Divinity School's Announcements, students have one (1) academic year to resolve incomplete grades. After that time, the "I" grade becomes permanent. The student may submit unfinished work for grading, and any grade submitted will be placed next to the "I" grade (e.g. I/B+).

Masters students are not permitted to have more than four (4) incomplete grades at time. Doing so will prevent future registration. According to the PhD Handbook, doctoral students must resolve all incompletes before taking qualifying exams, unless 12 quality grades are already recorded, and their advisor considers that coursework adequate.

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Student's First and Last Name: \_\_\_\_\_ UCID: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Term and Year: \_\_\_\_\_

Reason for Requesting an Incomplete: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coursework to be completed: \_\_\_\_\_

\_\_\_\_\_

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

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