

Request for N-Grade (Incomplete)

Students must complete all work in a course no later than the date of the final examination. In the case of illness or other grave reasons, the student will request permission from the Dean's Office to receive the provisional grade of N.

- Students requesting an N grade must process the N grade form in the Dean's Office by the last day of class in the semester.
- Unauthorized N grades are automatically converted to failures.
- When an N grade is granted, the course must be completed and the final grade submitted by the professor no later than
 - March 30 for the fall semester;
 - September 30 for the spring semester;
 - November 30 for the summer sessions.
- Professors and/or the Dean's Office may set deadlines that are earlier than the university deadlines noted above.
- Students on academic probation are not eligible to receive N-Grades.
- Any student with more than one incomplete in a given term who is unable to complete his or her work by the start of the next term may not begin new courses without formal review and consent of the Dean's Office. The student may be directed to take a leave of absence or may be directed to enroll in a part-schedule in the subsequent term.
- The Professor should submit the student's final grade to the Dean's Office within two weeks of course completion.

Name		9-digit GU ID		Class Year	
Reasons for the requested incomplete (if medical, please attach appropriate documentation)					
Course Number	Remaining Requirements (in detail, e.g. "one 5-page paper")	Professor's Endorsement and Comments		Agreed-Upon Completion Date	
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Are you on academic probation?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Student Signature			Date		
Dean's Signature of Approval			Date		

Copies to:

- Professor
- Registrar's Office

Please return to the College Dean's office (108 White Gravenor for Juniors/Seniors; ICC 303 for First Years/Sophomores)