

Agreement for Completion of Incomplete (I) Grade

Registrar's Office

Student's First Name

Student's Last Name

Student ID #

Course Number (Ex. SOC 200)

Semester and Year of Course (Ex. Fall 2023)

A student may request an Incomplete if they have completed approximately two-thirds of the work of the course and only in those cases where it is mathematically possible to pass the class. An Incomplete should not serve as a mechanism to allow a failing student to earn a passing grade.

In order to assign an Incomplete, the instructor must complete this form with the student, clearly outlining the expectations for the unfinished work. Both the instructor and the student must sign the agreed-to conditions for completing the course. While an Incomplete is not counted in the determination of academic standing, it may have an impact on eligibility for financial aid, athletic participation and the satisfaction of pre-requisite credits.

- Remedial courses, which do not count towards graduation, may only be taken for an S/U grade.
- The student should not re-register for the course.
- Sitting in on a course for which the student is not registered is not an option for completion of an incomplete.

Further information is available in the [Manual for Academic Policies and Procedures \(MAPP\)](#).

Remaining work to be completed (please attach syllabus and highlight items notes below):

Work to be Completed	Point Value/ Total Possible	% Value of Total Points

- Incompletes earned in the Spring or Summer must be completed no later than the date grades are due in the fall semester.
- Incompletes earned in the Fall semester must be completed no later than the date grades are due in the spring semester.
- Students may request disability related accommodations from Disability Services. If needed to facilitate equal education opportunities in the Incomplete process whether related to an extension for disability related circumstances or access to supports.
- Students approved for Title IX accommodation by the college's Director of Institutional Equity may be entitled to an alternate form of extension and means of completion for an Incomplete grade.
- If the incomplete grade is not finalized by the agreed-to deadline, the grade will change to what is noted on the Incomplete Grade Request Form.

Student veterans who withdraw from a course and have a W grade are required to return a portion of their benefits. An F does not require a return of benefits. However, the F has a greater impact on academic standing. The federal government allows a one-year grace period if the student veteran has an Incomplete instead of a W. Student veterans will be allowed two consecutive semesters following the course (summer sessions not included) to complete the course requirements for the Incomplete without needing to request permission.

Check here if the student is a Veteran: ☐

Grade to be assigned if remaining work is not completed by the deadline (required). ☐

Signature of Student and Today's Date

Signature of Instructor and Today's Date

****Completed forms should be emailed to the Registrar's Office (records@ric.edu) and the Academic Dean of the department overseeing the course. Form must be submitted no later than the last day of finals.**