

Office of University Registrar  
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## Incomplete Grade Request Form

Grade of Incomplete may only be granted for exceptional circumstances, at the instructor's discretion and when the student's request is made no later than 48 hours after the final examination or last class. The student must be passing at the time of the request or must be sufficiently close to passing for the instructor to believe that upon completion of the work the student will pass the course. If the work is not completed within a year of the recording of the grade of I, the grade will become an FI. "I" grades cannot be changed to W.

Student Last Name	Student First Name	Student ID
Street Address	Apt. No.	Student Email
City	State	Zip
		Telephone No.

Course Subject and Section	Course Title	Class No.	Term/Year	Instructor Name

Reason for request (must be exceptional conditions):

I expect to be incomplete in the following:

Proposed completion Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print and sign or add a scanned e-signature. Do not type signature.*

**TO BE COMPLETED BY THE INSTRUCTOR** – Be explicit in what is expected from the student. If a grade change form is not submitted within a year of recording of the I (Incomplete) grade, the grade will become an FI.

Passing grade at time of submission: \_\_\_\_\_ Date work to be completed: \_\_\_\_\_ Approved:  Modified:  Denied:

**Instructor Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

*Print and sign or add a scanned e-signature. Do not type signature*

**Chair/Dean Name:** \_\_\_\_\_

**Chair/Dean Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Print and sign or add a scanned e-signature. Do not type signature*

*Registrar Office Use Only*

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

Processed By: \_\_\_\_\_