



UNIVERSITY OF SAINT MARY OF THE LAKE

Incomplete Grade Request

Student: Submit this form to your instructor to request an extension to the due date on which the work for your course is to be completed. Approval of this request is at the discretion of the instructor. **Course work that is incomplete must normally be finished and submitted by the end of the second week of the semester following the term in which the I grade was assigned.** Students on probation are not authorized to take an incomplete.

An Incomplete from the spring semester would need to be completed by the end of the second week of the summer semester. An Incomplete from the summer semester would need to be completed by the end of the second week of the fall semester. An Incomplete from the fall semester would need to be completed by the end of the second week of the spring semester. The specific dates will be given in the Grading Memo sent to faculty each semester.

To view the complete incomplete policy, visit the USML catalog: www.usml.edu

Student's Name: _____ Today's Date: _____

Student's USML email: _____ Program: _____

Term: Fall Spring Summer YEAR taken: _____

Course Title: _____

Name of Instructor: _____

Reason for Request:

Incapacitation such as accident or illness too close to the end of the term to complete final assignment on assigned date(s). Documentation may be requested.

Death of family member or close friend too close to the end of term to complete final assignments on assigned date(s).

Other comparable emergency.

Student: Complete this form and email it as an attachment to your instructor to complete the second page. Upon the instructor's approval, sign the form (electronic signatures are preferred) and return to the instructor, and a copy to your formation advisor if you are a seminarian.

Student's Name: _____

Instructor: Complete the section below, including a description of the remaining work and deadline for each assignment and/or exam. After you and the student have signed this agreement, please email one copy to the student and one copy to the Academic Dean or Associate Director of your program. A seminary student will send a copy to his formation advisor. **Course work that is incomplete must normally be finished by the last day of the second week of the semester following the term in which the I grade was assigned.** Instructors may set earlier deadlines as appropriate to the assignment. View Academic Calendar at www.usml.edu.

Work needing to be completed (list):

Completed work must be submitted by (date):

If an extension is approved and a mark of "I" is to be awarded, the instructor must use SONIS to enter the temporary "I" grade as one would enter any other quality grade.

Student's Signature

Date

Instructor's Signature

Date

Instructor's Comments:

Instructor: Complete this form, sign, and return to the student; you and the student must each sign the form. Electronic signatures preferred. Retain a copy for yourself and submit one to the Academic Dean or Associate Director of your program. A seminary student will send a copy to his formation advisor.

FERPA Notice: The information contained in this form comprises a part of the student's educational record and is not to be shared with anyone who does not have a legitimate educational interest in the student's records. This form should be retained and then destroyed one year after the final grade is submitted.