



DOMINICAN UNIVERSITY

Office of the Registrar

Request for Grade of I: Incomplete

Date _____ Student ID # _____

Student Name _____
Last First Middle

Year _____ Semester _____ Course Number _____

Instructor Name _____

An instructor may submit a grade of Incomplete (“I”) to the Dean for approval, prior to the grading deadline, on behalf of a student demonstrating the work of a passing grade but has yet to complete the work within the regular term enrolled. The instructor and Dean must agree there are extenuating circumstances preventing the completion of work within the enrolled term. The student will be required to complete the agreed upon work in the subsequent term. Once the work is completed, the instructor is required to submit a final letter grade to the Office of the Registrar by the grade deadline. Completing these requirements does not necessitate attending a regular class session of a future offering of this course. Please note the terms of agreement below:

Deadline for student to submit completed work
(if earlier than the end of the next term):

Student’s Signature _____ Date _____

Instructor’s Signature _____ Date _____

Dean’s Signature _____ Date _____

Please submit this completed form to the Office of the Registrar (registrar@dom.edu) by the published grade deadline. Students must complete the work in full before the instructor submits a final grade to the Office of the Registrar in the subsequent term. **It is the student’s responsibility to complete all course work.**

Fall Incomplete: I grades awarded in the fall must be resolved by the end of the subsequent spring term.

Spring/Summer Incomplete: I grades awarded in the spring or summer must be resolved by the end of the subsequent fall term.

If the instructor does not submit a grade by the end of the subsequent semester, the Office of the Registrar will automatically record a grade of F. The instructor is responsible for grading the completed work and reporting the final grade to the Office of the Registrar by the grading deadline of each term.

Instructor, student, and college/school office should retain a copy of this agreement until the final grade is officially recorded.