

# RUSSELL SAGE COLLEGE

## STUDENT REQUEST FOR GRADE OF (I)NCOMPLETE

| Student Information                      | Faculty Information    |
|--|------------------------|
| Name _____                               | Name _____             |
| E-mail _____                             | E-mail _____           |
| Permanent Address & Phone _____<br>_____ | Address _____<br>_____ |
| Local Address & Phone _____<br>_____     | Phone _____            |

Course & Section No. \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_

Course Title \_\_\_\_\_

**SECTION A (STUDENT COMPLETES)** State reason for request:

**SECTION B (FACULTY MEMBER COMPLETES)** State assignments/projects/tests to be completed by student:

**SECTION C (STUDENT/FACULTY MEMBER COMPLETE)**

- The work for this incomplete will be completed by \_\_\_\_\_  
(This date will not exceed the limit of the 8<sup>th</sup> week of the following regular semester. An extension of time can be requested of the Registrar upon our mutual request.)
- If the faculty member does nothing to change the Incomplete grade, the Registrar will replace the "I" with the letter grade of "F."
- It is understood by the student that the Incomplete grade could have serious implications on her financial aid.
- It is understood that a student who receives an Incomplete grade and is pending academic dismissal from the College will have a deadline for completion of work the day of registration for returning students.
- It is understood that it is the student's responsibility to maintain contact with the faculty member regarding this work.
- It is understood that if the student does not have the work turned in to the faculty member to an agreed upon location, she may not receive credit for it.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE FACULTY MEMBER WITH SUBMISSION OF FINAL GRADES. PLEASE MAKE 3 COPIES.**

Original: Registrar

Copy 1: Faculty Member

Copy 2: Student