

Northwest Nazarene University

GPS REQUEST FOR GRADE OF INCOMPLETE

POLICY - PLEASE READ: An incomplete may be given when, because of extreme circumstances, a student requires an extension of time to complete course work. An incomplete may be requested by the student through the professor or the professor may initiate a request on a student's behalf.

When the incomplete grade is entered in the NNU Portal by the instructor, it will always have a suffix grade attached. The student will receive this grade if no further work is done for the course. An instructor may request that the student make up the deficiencies before the end of the following term.

Example: If an "IC" is entered at the end of the semester, the final grade can be higher, but not lower than a C. If the incomplete is not made up before the close of the semester following the one in which the mark was incurred, the prefix "I" will be dropped from the grade and the letter grade will remain, unless an additional request is made and granted to have the period of the incomplete extended.

1. To be completed by the Program Coordinator:

Student _____ ID _____ Date _____

Semester _____ Year _____ Classification _____ Program /Major _____

Course Number and Title _____ Last date of Participation _____

Please explain the unusual circumstances that have led to the Grade of Incomplete:

2. Instructor: List all Outstanding Items and the Expected Date of Completion

1 _____ Date _____

2 _____ Date _____

3 _____ Date _____

4 _____ Date _____

5 _____ Date _____

Incomplete Grade Assigned:

Instructor Recommendation

Approved

Disapproved

Signature of Instructor:

Date:

3. Registrar

Registrar Recommendation

Approved

Disapproved

Final grade due in the Registrar's Office by _____

Registrar Signature:

Date