

**Northwest Nazarene University**  
**REQUEST FOR GRADE OF INCOMPLETE**

**Policy:** 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.

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Student \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Classification \_\_\_\_\_ Major \_\_\_\_\_

Request Initiated by: Instructor \_\_\_\_\_ Student \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Last date of participation \_\_\_\_\_

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

List all Outstanding Items and the Expected Date of Completion

- |         |            |
|---------|------------|
| 1 _____ | Date _____ |
| 2 _____ | Date _____ |
| 3 _____ | Date _____ |
| 4 _____ | Date _____ |
| 5 _____ | Date _____ |

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Instructor Recommendation      Approved      Disapproved  
Comments

**Signature of Instructor:**

**Date:**

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Final grade due in the Registrar's Office by \_\_\_\_\_

Action of the Registrar      Approved      Disapproved

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

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Notification of Action      Advisor      Instructor      Student