



Saint Louis University

Madrid Campus

Request for the Grade of Incomplete

Student's Name Banner ID

Course Number Semester

Student's E-mail Instructor's Name

Reason for the grade of Incomplete

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Requirements for removal of the grade of Incomplete

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Suggested date by which work is to be completed

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Student's Signature

Date

Instructor's Signature

University Policy

Students must request the grade of Incomplete before the last day of classes and must discuss the conditions for clearing the grade of Incomplete with the instructor. Both student and instructor should sign this form and submit it to the Office of the Registrar for inclusion in the student's permanent academic file.

An Incomplete must be cleared within one year after a course was taken. If the Incomplete is not cleared within this time, it will be converted to the grade of "F." In the case of graduating seniors, this conversion date will take place 40 calendar days after the commencement date.

When the Incomplete is converted to a grade (by instructor or department chair), the Incomplete will be expunged from the student's official University transcript.

An Incomplete given in a prerequisite course must be cleared within the first week of the class requiring this prerequisite course.