

Request for Incomplete Course Grade

Student Information

Last Name		First Name	
GWID		GW Email	@gwmail.gwu.edu
SEAS Major		Degree	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S.

The symbol I (Incomplete) indicates that a satisfactory explanation has been given the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol I may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. The symbol I cannot be changed by reregistering for the course at GWU or by taking its equivalent elsewhere. **Note: Along with the course syllabus, this contract must be turned in to the SEAS Undergraduate Advising Office. A copy will be sent afterward to the departmental office.**

Semester	Year	Required For Degree?	Percent of Coursework Completed
Fall / Spring / Summer		Yes / No	%

Subject	Course No.	Credit Hrs	Course Title	Instructor Name

These three sections should be completed by the course instructor:

(1) What work must the student do to complete the course? Identify, specifically, the type of work product (e.g. paper, exam) and the number of assignments. *(If additional space is needed, attach typed sheet):*

(2) How will the semester grade be computed? Identify all elements in the final grade and attach any necessary materials so that the grade can be computed in your absence of original instructor. *(If additional space is needed, attach typed sheet):*

(3) All work to be completed by date*:

*May not exceed one calendar year _____

I have reviewed the conditions above and as stated in the current *University Bulletin* by which I will be assigned an Incomplete and understand what I must do to meet them.

Required Signatures

Student Signature		Date	
Instructor Signature	Last Name	Date	
Department Chair Signature	Last Name	Date	

Submit forms to:
 SEAS Undergraduate Student Services and Advising
 Science & Engineering Hall, Suite 2500
 seasadvising@gwu.edu