Villanova School of Business

Incomplete Grade Request Form for School of Business Classes

Students may request an incomplete grade (“N”) from an instructor(s) when faced with extenuating circumstances (illness, family emergencies, etc). Students who request an “N” grade should have the majority of their work complete (e.g. over 85% of work is complete). An “N” grade is a temporary grade and must be replaced with a permanent grade (A, B…, F, etc.). Without the approval of the department chair and dean, no grade higher than a “C” may replace the “N.” If a change is not submitted by the deadlines listed below, the “N” grade will automatically become an “NF” grade. An “NF” grade is a permanent grade and is equivalent to an “F” grade in GPA calculation.

* For the fall semester, students must submit all work to the instructor(s) no later than the last Friday in January; for the spring semester, students must submit all work to the instructors(s) no later than the last Friday in June. Grade changes for “N” grades issued during the summer sessions must be submitted by the instructor to the Registrar’s Office no later than 30 days from the session end date. Therefore, students must submit all work in time to allow the instructor to meet the appropriate deadline.
* Graduating students must submit all work to the instructor(s) by September 1 to be eligible for a September diploma, December 31 to be eligible for a December diploma and May 31 to be eligible for a May diploma.
* For the fall semester instructors must submit the replacement grade no later than the second Friday in February; for the spring semester, instructors must submit the replacement grade no later than the second Friday in July. Replacement grades for “N” grades issued during the summer session must be submitted by the instructor no later than 30 days from the session end date; therefore students must submit all work in time to allow the instructor to meet the appropriate deadline.

TO BE COMPLETED BY THE STUDENT NO LATER THAN THE LAST DAY OF FINAL EXAMS.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FIRST NAME LAST NAME | STUDENT NUMBER  | | | | | | | | COLL.  S | B | MAJ. | YR/TERM | DATE  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUBJ  | | | COURSE  | | | | SECT   | | | CRN | CREDITS | PROFESSOR |

Reason for requesting an incomplete grade (be specific); documentation may be required.

TO BE COMPLETED BY THE PROFESSOR: I agree to give, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an incomplete grade for the course above. Indicate the work to be completed with interim deadlines, if necessary

PROFESSOR SIGNATURE DATE

TO BE SIGNED BY STUDENT: This is to confirm that I am fully aware that if request is granted, I must complete and submit the remaining coursework as outlined above or the grade will be changed to an “NF” grade. Furthermore, any discrepancy in an incomplete grade must be resolved within the immediate following semester. Grade challenging beyond the semester immediately following will not be reviewed.

STUDENT SIGNATURE DATE

FINAL APPROVAL:

DEPARTMENT CHAIR SIGNATURE DATE

ASSOCIATE DEAN DATE