



## Incomplete Grade Request Form

Student to complete form with Instructor and return to the Registrar at [swreg@bu.edu](mailto:swreg@bu.edu). Student must CC designated Student Services Representative and Instructor.

### Section 1 - Incomplete Grade Policy

- Students must request an Incomplete ("I") grade with the instructor. This must be done prior to the end of the course. Instructors may refuse to grant a grade of Incomplete.
- Students must complete **75% of coursework** in the course to be eligible for an incomplete grade.
- No incomplete grades will be accepted by the Registrar without a *fully completed* Incomplete Grade Request Form signed by both the instructor and the student. This must be submitted to the Registrar no later than the grading deadline for that course. Forms that are not fully completed will not be accepted and will trigger the incomplete grade to be converted to an "F".
- Incomplete grades submitted *without* an accompanying Incomplete Grade Request Form will be converted to an "F" grade change. Grade Change submission deadline dates must be *no later than 2 weeks from the course end date*. Should a Grade Change Form not be submitted by the date noted above, the final grade recorded by the Registrar will be the Provisional Grade. It is the student's responsibility to connect with the instructor who granted the Incomplete to ensure that a Change of Grade form is submitted by the deadline.
- If a student does not submit the outstanding course assignments to the instructor by the agreed upon date, the student's grade will be converted to the Provisional Grade; no credit will be given for work not submitted, and a grade of zero will be averaged into the total grade for those missing assignments.
- The grade submitted to the Registrar through the Grade Change Form is final.
- Students must successfully complete and pass all pre-requisite coursework to continue in the next sequential class.
- Incomplete grades for students on leave will be converted to an "F" after one year.

### Section 2 - to be filled out by Student

Name: \_\_\_\_\_

Email: \_\_\_\_\_

BU ID: \_\_\_\_\_

Campus: \_\_\_\_\_

Instructor: \_\_\_\_\_

Class #, Section, Title: \_\_\_\_\_

Semester and Year \_\_\_\_\_

Student Services Rep.: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 3 - to be filled out by Instructor

- The above student has been granted an incomplete grade with a submission due date of \_\_\_\_\_ (date) for all remaining assignments.
- The current provisional grade for this student is \_\_\_\_\_ (must be on the A-F scale). If the student fails to complete missing work by the submission due date OR a grade change is not received by the below deadline, this will be the final grade recorded by the Registrar.
- The grade change form will be submitted to the Registrar no later than \_\_\_\_\_ (date).

*\*This date cannot extend past the two-week mark from the end date of the course.*

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
date