

### INCOMPLETE REQUEST FORM

#### Incomplete grade policies and procedures:

1. Use this form to request a grade of I, Incomplete in the event that you are not able to complete all required coursework by the last day of class. Refer to the Student Handbook for complete text of Erikson Institute's Incomplete Policy.
2. You must have completed a majority of the required coursework AND have attended class on a regular basis in order to be eligible for a grade of I, Incomplete.
3. All Incomplete Request Forms must be approved in writing by the course instructor and submitted to the Registration and Student Records Office no later than the last day of class. **The Incomplete Request is not officially accepted until it is reviewed and approved by the Registration and Student Records Office.**
4. You and the course instructor will establish a deadline for the completion of your course requirements. This deadline shall be no later than the following:  
Fall term courses: January 30<sup>th</sup>      Spring term courses: June 30<sup>th</sup>      Summer term courses: September 30<sup>th</sup>
5. A student who does not complete the required coursework, fails to turn in an Incomplete Request Form by the last day of class, and is not given a grade by the instructor, will receive a grade of NG, No Grade Submitted. NG becomes an FR, Failure by Rule, if the student has not completed the course requirements by the deadlines listed above.
6. There is a maximum number of Incompletes that you may carry in any given academic year:
  - Students enrolled in a two-year program may carry a maximum of two Incompletes
  - Students enrolled in a three-year program may carry no more than one IncompleteOnce you have reached the maximum number of allowed Incompletes in a given year, you must complete one of the courses for which you have an Incomplete before requesting another Incomplete for that academic year.
7. Students with outstanding Incomplete grades will not be approved to begin an internship.

Student Name: \_\_\_\_\_ Erikson ID #: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Term:  Fall  Spring  Summer

Course Number/Course Name: \_\_\_\_\_ / \_\_\_\_\_

Nature of work to be completed: \_\_\_\_\_

\_\_\_\_\_

Relative weight of work to be completed: \_\_\_\_\_ %

Instructor's deadline for completion: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Registration and Student Records Office Use Only**

Staff Initials:

Date Approved::