

Mills College – Academic Records
Incomplete Grade Request

MILLS

Policy and Instructions

- Use this form to request an incomplete grade and submit to Academic Records no later than the last day of instruction for the semester. This form must be submitted **by the student**.
- Without a signed incomplete form on file by the deadline, **the instructor is required to assign a letter grade**, based on the student's progress in the course to date.
- A "UW" (unofficial withdrawal) grade is appropriate if the student only attended the first few classes of the term.

Incomplete Grade Policy

*When, for reasons beyond their control, a student is unable to complete a portion of their work for the semester in a course, they may request the temporary notation of **Incomplete ('I')** on their record. Faculty members may not assign an Incomplete at will; nor may students simply elect to take an Incomplete without sufficient cause. An Incomplete is not intended to permit a student more time for the work of a course than is normally allowed, and will not be approved unless the student has already completed a minimum of approximately two-thirds of the course work. The student must complete the remaining work no later than the last day of instruction of the following semester or the date agreed upon with the instructor, whichever is earlier, whether or not they are enrolled at Mills. The instructor will grade the work and the grade will be recorded with a notation of **'INC Grade Removed,'** which will appear on the student's transcript. If remaining course work is not completed within the required time, the Incomplete will convert to an F.*

SECTION I: To be completed by the student

- I currently have outstanding incompletes: Yes No
- I am applying for more than one incomplete this semester. Yes No
- I am currently maintaining satisfactory academic progress. Yes No

Mills ID: _____ Student's name: _____
Last *First* *M.I.*

CRN: _____ Department and Course Number: _____

Course Title: _____

Incomplete is being sought for: Fall Spring _____

Reason for request: _____

SECTION II: To be completed by the instructor

Work already completed, as interpreted by the instructor (minimum required is 2/3 completed): _____

Grade on the work already completed: _____

Proportion of the course represented by this grade: _____

Work remaining to be completed: _____

Date by which work is to be completed (if not last day of following semester): _____

SECTION II: Attestation and Signatures

Student (print): _____ Signature: _____ Date: _____

Instructor (print): _____ Signature: _____ Date: _____

Advisor (print): _____ Signature: _____ Date: _____

By signing this form, I attest that the student is aware of this incomplete request. Initiated and signed for student by:

Name (print): _____ Signature: _____ Date: _____

Academic Records Use Only: Initial: _____ Date: _____ Notes: _____ CCs Advisor, Instructor, Student