

Mills College – Academic Records
Incomplete Grade Request/Report



This request/report is to be filed in Academic Records **by the student**, no later than the last day of instruction for the semester. 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.

The Mills College Catalog states:

“When, for reasons beyond her control, a student is unable to complete a portion of her work for the semester in a course, she may receive the temporary notation of **Incomplete (‘I’)** on her 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 she is enrolled at Mills. The instructor will grade the work and the grade will be recorded by the Registrar with a notation of **‘INC Grade Removed,’ which will appear on the student’s transcript**. If the remaining course work is not completed within the required time, the Incomplete will become an ‘F.’ ...The same policy applies to graduate students enrolled in undergraduate courses.”

This portion of form to be filled out 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: _____

This portion of form to be filled out by instructor:

Work already completed, as interpreted by the instructor
(must be at least two-thirds of the coursework): _____

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: _____

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 (print): _____ Sign: _____ Date: _____

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