



*GEORGETOWN UNIVERSITY*  
*School of Continuing Studies*  
*Bachelor of Arts in Liberal Studies*

## **Request for Incomplete**

In the case of illness or other grave reasons, a student may request permission from the associate dean to receive a provisional grade of N, which permits the student to complete the work of a course after the course has ended. The grade is converted to an A-F grade after the remaining work is submitted and graded.

A student requesting an N grade must submit this signed form to the associate dean *by the last day of class* in the semester. Make three copies: The student and the instructor should each keep one; submit the third to the associate dean in the B.A.L.S. program office. Hand delivery is advised. Incomplete petitions will not be reviewed.

In all cases, documentation of the circumstances for the incomplete (including ARC accommodations) is required and must be attached. Petitions will not be reviewed without documentation.

Unauthorized N grades will automatically be converted to failures.

When an N grade is granted, the instructor must *submit an A-F grade* by the following deadlines:

- March 30 for a fall semester course
- September 30 for a spring semester course
- November 30 for a summer course

An incomplete not cleared by the above dates will be converted to F. No further extensions will be granted to an approved incomplete.

Note that the student should submit course assignments well *before* the above due dates, to allow the instructor time to grade the assignments. The instructor and/or the associate dean may set deadlines earlier than above.

Multiple incompletes in a single semester create extreme pressures on a student and significantly increase the risk of academic dismissal from the program, so the associate dean ordinarily will not approve more than one incomplete for a student in a given semester. To request multiple incompletes, the student must include with this application (1) a written statement describing, in detail, the extraordinary circumstances that warrant multiple incompletes and agreeing not to take additional classes until all incompletes are cleared; and (2) a detailed written study plan for clearing all incompletes.



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Student name \_\_\_\_\_

Student GU ID (starts with 8) \_\_\_\_\_

Course number \_\_\_\_\_ Semester \_\_\_\_\_

Instructor name \_\_\_\_\_

Reason for the requested incomplete. Be specific. Attach documentation.

What work must the student complete? Be specific:

Deadline for submission to professor \_\_\_\_\_

How is the material to be submitted (email, hand delivery, etc.) \_\_\_\_\_

Grade penalty to be imposed as part of this incomplete: \_\_\_\_\_

Instructor's comments and endorsement:

I have read the instructions on this form and agree to the terms for completing this incomplete.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Approval by associate dean \_\_\_\_\_ Date \_\_\_\_\_