Aquinas Institute of Theology
Incomplete Grade Request

Incompletes are given only for grave causes (such as illness, crisis, or death in the family) and are not given simply because the student is late in completing the work within the semester. For more details, please reference the Aquinas Student Handbook (available on the ai.edu website, outside the Registrar's Office, or in the Library) under the heading, 'Academic Standards' and then 'Policy Concerning Incompletes'.

The student must request the Incomplete from the Professor by filling out this form and submitting it to the Professor. If approved, the due date is *60 days* from the date grades are due for the semester *(In cohort programs, the incomplete work must be completed within 60 days from the final day of the course as stated in the syllabus).* The grade will not be changed until this completed form is submitted to the Registrar's Office and the $50 payment is received by the Business Office.

Student's Name & SS#: _____

Course Number and Title: _____

Professor: _____ Professor's Initials: _____

Semester _____ Deadline for student to complete work: _____

For Faculty to fill out and submit once coursework is completed:

Please change the grade of "Incomplete" to: _____

Did the student complete the work by deadline? Yes ◯ No ◯

Was an extension granted by the Dean? Yes ◯ No ◯

Extended deadline date is: _____

Dean's signature: _____ Date: _____

Comments:

Incompletes not removed by the deadline and not granted an extension by the Academic Dean will change to an "F."

N.B. As of May 12, 2002 a fee of $50 will be charged to the student to remove an incomplete grade from official records. The Registrar will send a copy of this completed form to the Aquinas Business Office for billing purposes.