

Appendix 2 – Incomplete Approval Form

## Incomplete Approval Form

A course will be given the grade Incomplete or "I" when a student is unable to complete a course due to illness, military service, hardship, or death in the immediate family. The "I" is recorded on the student's grade report and transcript. Incompletes will be only given if the student has already successfully completed the major requirements of the course (approximately 75% of course content).

Student's name: \_\_\_\_\_

Student's NU ID #: \_\_\_\_\_

Course number/name: \_\_\_\_\_

Section number: \_\_\_\_\_

Credit hours: \_\_\_\_\_

Term: \_\_\_\_\_

Approximate percent of course completed: \_\_\_\_\_

Grade assigned on portion of work completed: \_\_\_\_\_

Justification for the Incomplete:

Requirements for completing the course:

Date course is to be completed (must be within 1 additional semester): \_\_\_\_\_

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

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

Copies to: Instructor, Student, Registrar Office

Once the student has completed the course, instructors will need to submit a "Grade Change Form" to the Registrar Office.