



Please Return Form to:  
Ramapo College of NJ  
Office of the Registrar  
Academic Building D-224  
505 Ramapo Valley Road  
Mahwah, NJ 07430  
Fax: 201-684-7956

## Request for Incomplete Grade

Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_  
(Please Print)

An Incomplete grade is given in **exceptional circumstances** when approved by the instructor and when requested by a student who has satisfactorily completed at least two-thirds of the course requirements prior to the end of a term, for reasons of illness or other emergency. When the work is completed by the date indicated on the Academic Calendar, the grade assigned replaces the I. If work is not satisfactorily completed by the date indicated in the Academic Calendar, the grade is changed to an F.

Student ID Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Ramapo E-Mail Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Title: \_\_\_\_\_

CRN: \_\_\_\_\_

Subject/Course Number/Section Number: \_\_\_\_\_

For the Following Reason: (REQUIRED) \_\_\_\_\_

Work Needs to be Completed: (REQUIRED) \_\_\_\_\_

Completion Date: (Select one) \_\_\_\_\_ Deadline as published in Academic Calendar  
\_\_\_\_\_ Other (If prior to deadline as published in Academic Calendar)

Instructor Signature: \_\_\_\_\_

Requests must be filed with the Office of the Registrar no later than the last day of class. All requests must be signed and dated by the instructor teaching the course. Candidates for graduation should consult with the Graduation Coordinator for possible earlier resolution dates. You will not be certified as a graduate with an Incomplete grade. For all others, if the work is not satisfactorily completed by the deadline, the "I" will be changed to an "F." Consult the College Catalog for the grading policy.

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Office Use Only

Date Received: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date Recorded: \_\_\_\_\_ Recorded by: \_\_\_\_\_  
9/30