History and Philosophy
of
Science Program
University of Notre Dame

REQUEST FOR AN INCOMPLETE GRADE (I) IN GRADUATE COURSEWORK

Graduate students in the department may be granted permission to receive a grade of incomplete in one graduate level course per semester provided the following conditions are met:

(1) Each request must be made in writing by filling out an official "Request for Incomplete form.

(2) The request must be approved by the professor teaching the course and the Director of Graduate Studies as evidenced by their signatures on the "Request" form.

(3) The request must be approved and filed with the department no later than the last class day of the academic period in which the incomplete grade is being sought.

(4) Students who request an incomplete grade acknowledge responsibility for making up their work in accordance with the following Graduate School regulation:

A student has 30 days from when grades were due (for the semester in which the I was given) to complete coursework for a grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F.

Name of student: _____

Course in which incomplete grade is requested: _____

Semester and year course was taken: _____

Approved: _____ _____
(Course Instructor) (Director of Graduate Studies)

I hereby accept responsibility for completing the work assigned in this course within the applicable time limit specified by the above stated Graduate School regulations.

_____ _____
Date (Student)