

School of Integrative Health / NDMU

Incomplete Grade Request Form

To be eligible for an "I" grade the student must have completed at least 60% of the required assignments for the course and there is a reasonable expectation that the student can pass the course based on the remaining available point values.

To request an incomplete grade, the student completes sections I and II and sends the form to their instructor. If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy of this form to the student.

If the work for the Incomplete is not finished, the "I" grade will be converted to an "F". See the SOIH Incomplete Grade Policy and the SOIH Incomplete Grade in Clinic Courses Policy at <https://www.ndm.edu/academics/integrative-health/soih-policies-forms>

Section I Student Personal Information		
Student ID	Name	Date

Section II Request for Incomplete to be completed by student		
Course#	Course Name	Section
Reason for Request (use an additional page if needed and provide documentation)		
Student Signature		

Section III Instructor /Faculty Approval and description of work to be completed (Use 2 nd page if necessary)		
Additional work required to complete the course		
Instructor Signature	Request Approved ☐	Completion Deadline:
	Request Denied ☐	
Will the student need to utilize Canvas in order to complete the remaining work?		☐ Yes ☐ No

DENIED REQUESTS:

If the request is denied, the faculty member should notify the student within one week. Faculty should document the rationale for denied request or other information if applicable in the following section:

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Section III- Continuation of Faculty Approval and description of student work to be completed: