Mills College – M Center
Incomplete Grade Request/Report

This request/report is to be filed at the M Center - Records Office **by the student**, no later than the last day of instruction for the semester. Without a signed incomplete form on file by the deadline, **the instructor is required to assign a letter grade**, based on the student's progress in the course to date. A "UW" (unofficial withdrawal) grade is appropriate if the student only attended the first few classes of the term.

The Mills College Catalog states:
"When, for reasons beyond her control, a student is unable to complete a portion of her work for the semester in a course, she may receive the temporary notation of **Incomplete** ('**I**') on her record. Faculty members may not assign an Incomplete at will; nor may students simply elect to take an Incomplete without sufficient cause. An Incomplete is not intended to permit a student more time for the work of a course than is normally allowed, and will not be approved unless the student has already completed a minimum of approximately two-thirds of the course work. The student must complete the remaining work no later than the last day of instruction of the following semester [**or the date agreed upon with the instructor, whichever is earlier**] whether or not she is enrolled at Mills. The instructor will grade the work and the grade will be recorded by the Registrar with a notation of '**INC Grade Removed**,' **which will appear on the student's transcript.** If the remaining coursework is not completed within the required time, the Incomplete will become an '**F**.' …The same policy applies to graduate students enrolled in undergraduate courses."

This portion of form to be filled out by the student:

- I currently have outstanding incompletes: ❒ Yes ❒No
- I am applying for more than one incomplete this semester. ❒ Yes ❒No
- I am currently on probation: ❒ Academic ❒Financial Aid ❒ Neither

Student's name:_____ Mills ID: _____
Last First M.I.

CRN, Department and Course Number:_____

Course Title:_____

Incomplete is being sought for: ❑ Fall 2_____ ❑ Spring 2_____

Reason for request:_____

This portion of form to be filled out by instructor:

Work already completed (must be at least two-thirds of the coursework): _____

Grade on the work already completed: _____

Proportion of the course represented by this grade: _____

Work remaining to be completed:_____

Date by which work is to be completed: _____

Student's Signature: _____ Date:_____

Instructor: _____ _____ Date:_____
print sign

Advisor: _____ _____ Date:_____
print sign

By signing this form, I attest that the student is aware of this incomplete request.

Initiated and signed for student by: _____ _____ Date: _____
print sign

CCs: Advisor, Instructor, Student