

Office of the Registrar

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.668.2211 | Fax: 603.629.4647

Student Petition and Contract for a Grade of Incomplete

Each individual faculty member makes the decision of whether to allow a grade of incomplete. Students should not assume that they will have the opportunity to complete work after the term has ended.

It is the student's responsibility to request a grade of incomplete and to ensure that this form is signed by the instructor and submitted to the proper office before the final day of the semester/term. Day students should submit this form to the Office of the Registrar, CE and SNHU Online students should submit this form to center where they are taking the class.

Student Name: _____
First Middle Last

Student ID: _____ Student E-mail: _____

Center of Record: _____ Instructor: _____

Course Name and Section Number: _____ Term: _____

This is an agreement between the instructor and student regarding an incomplete grade. The student will receive an incomplete grade, and agrees to complete and submit to the instructor the academic work described below on or before the deadline of _____. If the student does not submit the work by the deadline, the course grade will change from an 'I' to an 'F'.

Description of the academic work to be completed (if necessary, please continue on the back of this form):

Student will deliver completed work to the faculty member via:

- Email Faculty Member's Office, Room Number _____
Faculty Mailbox Blackboard's Digital Dropbox
Mailed to the Following Address: _____
Other (please specify): _____

Student Signature

Date

Instructor Signature

Date