COURSE INCOMPLETE GRADE REQUEST

If necessary, because of serious reasons, unanticipated circumstances, or illness requiring medical intervention or care, a student may request a grade of incomplete from the instructor. In other cases, an instructor may initiate the incomplete request. See current SGS catalog for procedures.

Student’s Name: ___________________________________________________________ Date:__________________________

Course Prefix, Number, & Title:____________________________________________________________________________________

Term: _____________________ Instructor’s Name: ____________________________________________________

Reason for Incomplete:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Deadline and Course Requirements to be completed:

1. __________________________________________________________________________________
   Due Date: ______________

2. __________________________________________________________________________________
   Due Date: ______________

3. __________________________________________________________________________________
   Due Date: ______________

_____________________________________________________________________________________

_____________________________________________________________________________________

Student Signature* Date

Instructor Signature Date

Program Chair/Coordinator Signature** Date

Dean Signature** Date

_____________________

Graduate School Representative Signature Date

*Doctoral students only may submit this form via email with electronic signature.

**Chair/Coordinator and Dean signatures are not necessary for Doctoral internship students who are assigned incompletes.

Return to: Graduate School, St. Joseph Hall, 3rd Floor, Room 378 or Scan and E-Mail to gradschool@chc.edu

Please do not return the form until all required signatures (with the exception of the signature of the Dean) are obtained. Any incomplete forms will be returned to the student. A Graduate representative will get the completed form to the Dean for review and signature.

Copies to: Student, Instructor, Department Chair

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