

University of Cincinnati
SCHOOL OF SOCIAL WORK
Request for Grade of Incomplete

Student Name _____ *SSN* _____

Course Name _____

Course # _____ *Instructor* _____

Reason for Request _____

Date that work will be completed _____

Student Signature _____

Instructor Signature _____

Liaison Signature (if Field) _____

Date _____

No incompletes are to be entered on grade sheets without this form. The student should keep one copy for their records, give one copy to the instructor, and give one copy to the office for the student's academic file.

Note: An "I" grade carries no quality points for one quarter after it is incurred. Following that the "I" grade carries zero (0) quality points (i.e. it is reflected in the grade point average the same as a "F" grade).

All "I" grades must be changed no later than 3 weeks prior to the expected graduation date.