

YALE UNIVERSITY SCHOOL OF NURSING

REQUEST FOR AN INCOMPLETE GRADE

This form must be completed and signed by all parties in order for YSN students to receive an incomplete grade for a given course. Once complete, please submit the signed form to the Office of Student Affairs.

A copy of the YSN Policy pertaining to incomplete work is attached. Please note: Students must satisfy the requirements of the course by the deadline listed below or else they will receive a failing grade for the course:

Term of Incomplete	Deadline to Satisfy coursework
Fall	February 1 of the following Spring term
Spring	October 1 of the following Fall term

Student Name

Student ID#

Term: __ Fall __ Spring Year _____

Course Name and Number: _____

Reason for Incomplete: _____

Anticipated Date to Complete Requirements: _____

Student Signature

Date

Specialty or Program

Approvals

The above student is granted an incomplete grade for the term and course indicated above.

Course Instructor

Date

Specialty or Program Director

Date

Associate dean for Academic Affairs

Date

YALE UNIVERSITY SCHOOL OF NURSING

Policy #12

Extension of Time for Students to Complete Work

Usually all course work is completed by the end of the term. However, if a student and instructor have agreed that an extension is appropriate in order to allow extra time for the student to complete work for a course, the student must submit to the Office of Student Affairs a request for an Incomplete with the intended completion date, signed by the instructor, specialty director, and the associate dean for academic affairs. The Office of Student Affairs will send a copy of the request to the student's academic advisor. In these cases, the instructor will indicate a mark of "I" on the grade sheet. Only one Incomplete for courses taken during a given term is permitted. Incompletes received in the fall semester must be converted to final grades by February 1 of the following semester. Incompletes received in the spring semester or in the summer term must be converted to final grades by October 1 of the following academic year. See also Policy # 15, *Policy Regarding Summer Registration For Specialty Students*. If the grades are not received by the Office of Student Affairs by these dates, the Incompletes will be converted to grades of Fail.

In certain extraordinary circumstances, such as serious illness or a family emergency, and on the recommendation of the student's specialty director, the associate dean for academic affairs may grant an additional extension of the time to complete the Incomplete or permission for multiple Incompletes in a given term. A written request for such an extension or for multiple Incompletes must be made by the specialty director on behalf of the student within two weeks of the grade submission deadline. If the request for an extension is approved the associate dean will inform the student and the instructor of the new deadline. If the grade is submitted to the Office of Student Affairs by the new deadline, it will replace the Incomplete. If the grade is not received by this date, the Incomplete will be converted to a Fail.

Revised Executive Committee – October 25, 1989
P mc 3/29/99

Revised Executive Committee – February 16, 2005
November, 16, 2005