

Incomplete Request Form

Incomplete grades are granted in cases of illness, or other emergencies where a student is unable to complete coursework on schedule. The course instructor must approve the incomplete request. All coursework must be submitted on, or before the adjusted due date. An incomplete grade in a prerequisite course and/or clinical course may affect academic progression that could delay a student's date of graduation.

Complete forms should be submitted to:

School of Nursing Registrar

DUMC 3322

Durham, NC 27710

Email: dusonregistrar@dm.duke.edu

Fax: 919-668-4693

Students have up to one calendar year from the date the course ended to remove the "I" grade from their transcript. If the "I" grade is not removed within one calendar year from the date the course ended, the grade will automatically become an "F". Students are unable to graduate with an incomplete "I" grade on their transcripts.

***Instructor Guidance:** The official grade can be submitted by completing the "I" Form sent to you from the University Registrar's Office OR by memo on letterhead to the University Registrar, Dr. Frank Blalark.

Please include the following information:

- Student name and student ID number
- Academic term
- Course name and course number
- Official grade

The memo must contain the instructor's signature and date. It may be faxed (919-684-4500), or scanned/mailed (registrar@duke.edu) to the University Registrar's Office.

Incomplete Request Form

Section 1: Student Information

Student Name: _____

Duke Unique ID: _____

Program: ABSN MSN Certificate DNP

Reason for Request:

By signing this form, I acknowledge that I am fully aware of the assignment(s) that must be completed and the agreed upon due date. I further acknowledge that if the assignment(s) is not completed by the agreed upon due date, the "I" grade will be converted to an "F".

Student Signature: _____

Date: _____

Section 2: Course Information

Semester: _____

Year: _____

Course Number/Section/Title: _____

Instructor of Record: _____

(Please Print)

Section 3: Instructor's Section

- The request for an Incomplete "I" grade is denied and the student will be assigned a grade based on work completed.
- The request for an Incomplete "I" grade has been approved and the student will need to complete the following assignment(s) by the agreed upon due date: _____

Additional Comments

Instructor Signature: _____

Date: _____

 Notify Clinical Placement Office

Notify Academic Advisor