

Phone: 617.373.2300 • Fax: 617.373.5351 • registrar@neu.edu • www.https://registrar.northeastern.edu/

Student's name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ NUID \_\_\_\_\_

Local address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

College \_\_\_\_\_ Year of graduation \_\_\_\_\_ Program \_\_\_\_\_

- Undergraduate Day
- School of Law
- Graduate School
- College of Professional Studies

Course Number _____	Course Title _____
Term & Year course was taken _____	Instructor _____

Reason for requesting incomplete grade:

Required course work to be made up:

Method by which you will make up this work (explain in detail):

Deadline for completing this work \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Office of the Dean \_\_\_\_\_ Date \_\_\_\_\_

University Policy on Incomplete Grades: The period for clearing an I grade is restricted to one calendar year from the last day of the term in which the course was taken. For the student's protection, the precise arrangements for the clearance of an I grade should be specified on this form. This form is signed by the instructor and the student at the time the I grade is granted. A copy is kept in the Office of the Dean of the college in which the course is offered. An I grade outstanding for twelve or more months will remain permanently and irreversibly as an I grade on all records.  
*The instructor will grant the I grade at the time final grades are submitted.*

Copies:  Copy—Dean's Office  Copy—Student  Copy—Instructor