



OFFICE OF THE REGISTRAR

o. (201) 684-7695 | f. (201) 684-7956
e: reg@ramapo.edu | ramapo.edu/registrar

INCOMPLETE GRADE REQUEST

Incompletes are given in **extenuating circumstances** (for instance, reasons of illness or other emergency) when approved by the instructor and requested by a student who has satisfactorily completed at least two-thirds of the course requirements prior to the end of a term. When the work is completed by the completion date indicated below, the grade assigned replaces the I. If the work is not completed by the completion date, the grade is changed to an **F**, which may affect academic standing.

Student Information

Last Name: _____ First Name: _____

R# _____ Ramapo Email: _____@ramapo.edu

Course Information

Fall Winter Spring Summer Year: _____

Course Title: _____

CRN: _____ Course Section ID (ex. BIOL 101-01): _____ - _____

For the Following Reason (REQUIRED): _____

Outstanding Assignments (REQUIRED): _____

Completion Date (select one): Deadline posted in the [Academic Calendar](#)
 Other: _____ (If prior to Academic Calendar deadline)

Additional Notes:

- Approved request forms must be submitted to the Office of the Registrar **no later than the last day of the term.**
- Candidates for graduation should email grad@ramapo.edu – students cannot graduate with an outstanding Incomplete.
- For a Canvas page, faculty must open an [ITS Help Ticket](#) listing the course number, name, and section.

Instructor's Signature: _____ Date: _____

SIGN HERE → Student's Signature: _____ Date: _____

Registrar Use Only

Initials: _____ Date: _____

Rev. 1/25