

# How can I request an Incomplete?

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An Incomplete can allow you to complete Critical Thinking and Mastery Exercises from weeks 6-8, and your final portfolio project up to 4 weeks after a course has ended. To be considered for an Incomplete, you must submit an Incomplete Form through the My Documents tab in the student portal (under available documents, AD - Incomplete Grade Contract), with an explanation of why you are making the request, no later than **midnight MST on Sunday, the last day of class**. It is highly recommended you submit the online form before that date and not wait until the last day of class to make this request.

There are a few things to remember when requesting an Incomplete.

- An Incomplete can only be granted for work from weeks 6-8, including the portfolio. This means that all other work that falls outside the [late policy](#) will not be considered for an Incomplete. Discussion boards will also not be considered for an Incomplete.
- You must have the potential to earn a passing grade when requesting an Incomplete, based on work submitted during the first 5 weeks of the course.
- An Incomplete can extend up to 4 weeks after the course has ended. This is determined by the agreement made between you and your instructor and the length may vary. You should confirm your extension deadline with your instructor after submitting the incomplete request form.
- All incomplete requests must be made by midnight MST on Sunday, the last day of class. Students will find the Incomplete Request in their Student Portal, under My Documents, then Available Forms. Select AD - Incomplete Grade Contract. Students must fill out all required fields before submitting. Please be sure to identify the correct course name and number so it is submitted to your instructor correctly. Also note, the submit button is on the far left side of the screen under the form, be sure to hit Submit after completing all required fields for submission confirmation.
- Incomplete requests must be approved by the Instructor. If approved, your instructor will complete their portion of the form, forwarding this to the Office of the Registrar, and notifying you of the approved extension. You will then be given a temporary "I" grade until the end of the incomplete extension period. A final grade is recorded after the extension concludes.

See screenshot below for help finding the form:








Assigned Documents ▾

Submitted Documents ▾

Available Documents ▾

### Available Documents

 Upload Documents

Document Name	Status		Select File
AD - Alumni Application Form	Available		<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
AD - Certificate of Completion (GR) Request Form	Available		<i>Link Only</i>
AD - Certificate of Completion (UG) Request Form	Available		<i>Link Only</i>
AD - Course Repeat Exception Request	Available		<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
AD - Credit Overload Request Form	Available		<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
AD - Dual Enrollment Agreement	Available	<i>N/A</i>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
AD - Grievance Form	Available		<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
AD - Incomplete Grade Contract	Available		<i>Link Only</i>