

MIAP Request for Incomplete Grade

Print Form



Moving Image Archiving and Preservation Program
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Name:

Course Semester/Year

Course Number:

Course Title:

Please state your reason for requesting a grade of Incomplete

List the remaining coursework to be completed

Deadline(s) for submitting work to the instructor

Student's
Signature:

Date:

Instructor's
Signature:

Date:

Internal Use Only

Dept Copy	Instructor Copy	Student Copy

Request for a Grade of Incomplete Form and Instructions

Students in the Moving Image Archiving and Preservation (MIAP) Program are expected to complete all required coursework by the deadline set by the instructor. If for a valid reason (such as illness, family emergency), a student cannot finish the required work by the instructor's deadline s/he may request a grade of Incomplete (I). A grade of Incomplete is not automatically granted. If a student does not complete his/her work by the instructor's deadline and/or is not approved for a grade of Incomplete before the last day of classes, the instructor will submit a final grade based on the coursework completed to that point.

The grade of Incomplete is only a temporary grade that indicates a student has not completed the course requirements but there is a good chance the student will pass the course when the work is completed. It is not appropriate for students who have missed a lot of classes (since it is not possible to make up classes), or for situations where it is not possible the student will receive a passing grade.

The Incomplete grade will lapse into an F if it is not changed the following semester.

The Student's Responsibilities

Instructors are under no obligation to allow the option of Incomplete. Students must always ask the instructor for permission to take an Incomplete and must do so in advance of any deadlines for course work. The student and instructor must agree on the terms of the Incomplete (deliverables and deadlines) well before the last day of classes. The request for a grade of incomplete must be made in writing by completing this form and submitting it to the instructor for approval. The request is considered granted once the instructor has reviewed and signed the form.

If the incomplete coursework is not completed by the deadline(s) stated on this form, the grade of Incomplete will become an F and will be computed in the student's grade point average. The student must remember to hand in the coursework by the deadlines on this form (faculty will not send reminders).

The Instructor's Responsibilities

The instructor should collect the Request for an Incomplete form from the student and sign it before submitting it to the MIAP coordinator. The form can be submitted before or at the same time as the final grade sheet. The form will be filed with the MIAP Program, Department of Cinema Studies. Both the student and the instructor will receive copies.

Once the student has submitted the coursework to the instructor, the instructor should review the work and fill out a change-of-grade form, available either through the Cinema Studies department administrator or the MIAP coordinator. The change-of-grade form should be submitted by the instructor to the Cinema Studies department administrator or the MIAP coordinator. It takes 2-4 weeks for the revised grade to appear in a student's records. For this reason, instructor are required to submit change-of-grade at least 2 weeks before the grade sheet deadline in the semester following the semester in which the student received the Incomplete grade.

Additional Notes

Impact on Financial Aid: Incomplete grades are not earned credit hours. Full-time MIAP students who are receiving financial aid should note that most financial aid awards are contingent upon satisfactory progress toward the degree, which for the full-time program is 16 credits per semester (or 32 credits per year). The Financial Aid Office may cancel a student's financial aid award if the student is not earning enough credits to show satisfactory progress. It is especially critical for students who are applying for renewal of financial aid in the 2nd year of MIAP to have Incomplete grades resolved before July of the summer between year 1 and year 2.

Failure to Meet the Deadline: If a student fails to complete the work in the designated period, the grade of Incomplete will lapse to an F. Once the grade has changed, it cannot be changed back. The student has the option of retaking the course and if the student receives a passing grade, that grade will take the place of the F in computing the GPA (however, the F will remain on the transcript).

Extension of an Incomplete: If for good reason (such as serious health problems) a student cannot complete the work by the deadlines of the Incomplete grade, the student may submit a petition with an explanation and supporting documentation (such as a doctor's note). In order to receive an extension, the student must fill out an Extension on Completion of Work Outstanding form, available through the TSOA Office of Student Affairs or online at www.nyu.edu/tisch/forms. All extensions are subject to the approval of the instructor, the MIAP Director, and the Associate Dean for Student Affairs. The petition must be submitted early enough so that if it is denied, the student has enough time to complete the required work by the agreed upon deadline. An extension may be granted only once.