

# Incomplete Grade Process - Student

## Overview

This process allows you to submit an Incomplete Grade Request to your instructor, outlining the assignments and due dates you have both agreed upon in advance. Once submitted, the request will automatically generate an Acknowledgement Form to help track incomplete grades prior to final grading.

**Important Notes:** To qualify for an Incomplete, you must confirm that you have already discussed and received approval for the incomplete grade arrangement with your instructor. The form will ask you to acknowledge that you have had this discussion.

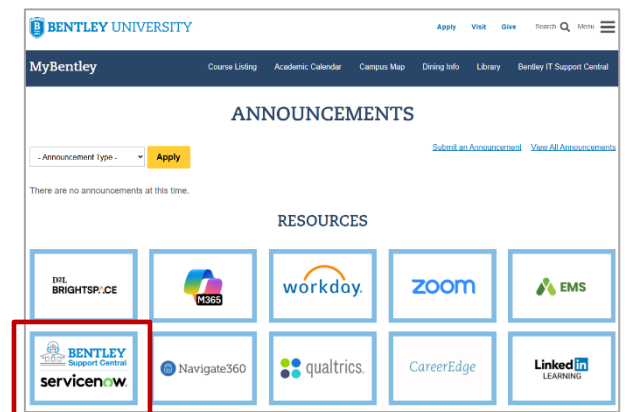
### Incomplete Grade Requirements:

- It is the student’s responsibility to ensure that they meet all elements of the incomplete agreement.
- Faculty may grant an incomplete grade when a student experiences unforeseen and extraordinary circumstances at the end of the semester.
- An incomplete grade is appropriate only if a student has consistently demonstrated course engagement and passing academic work prior to the request for an incomplete.
- Faculty must not issue an incomplete grade when the student needs to attend and repeat most of the course.
- Faculty must not issue an incomplete grade to allow a student the opportunity for grade improvement or extra credit not available to all students in the course.

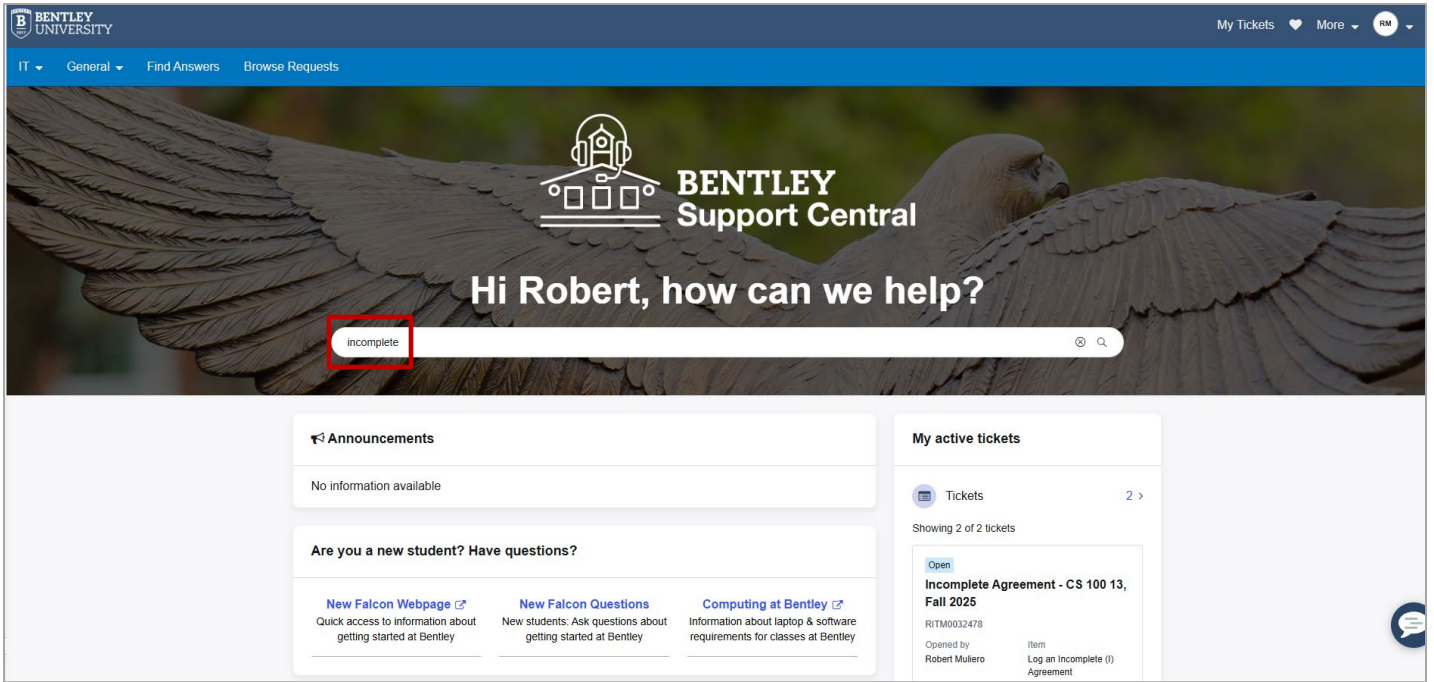
You must submit your assignments by the date(s) set by your professor. Note – All work must be submitted and graded so that a final grade for the course can be issued **before** either **March 1<sup>st</sup>** or **October 1<sup>st</sup>**. Incomplete grades not converted to final grades by these dates will automatically be converted to F’s.

## Beginning the Incomplete Agreement Process

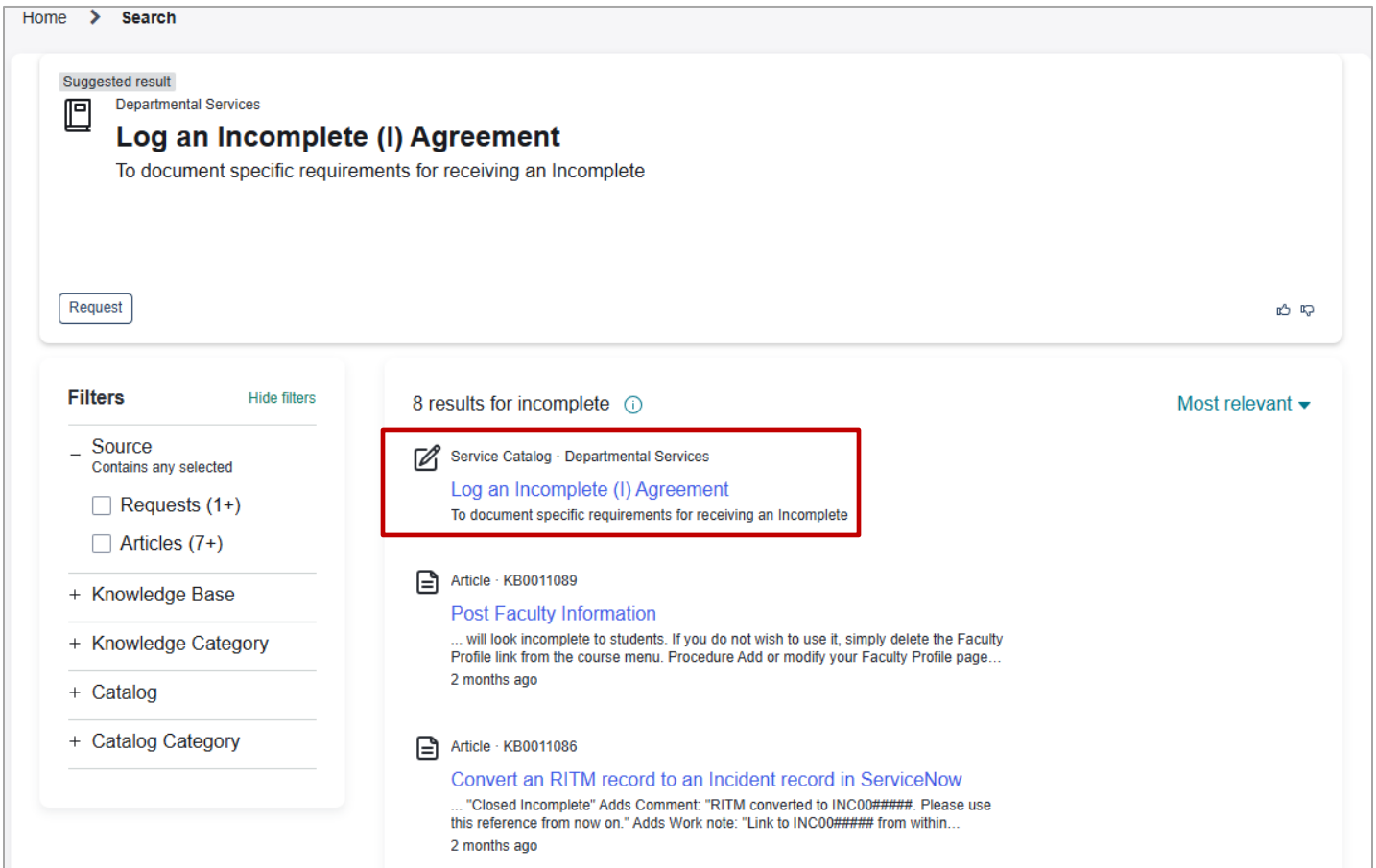
1. Go to **MyBentley** and click **BENTLEY SUPPORT CENTRAL SERVICE NOW**.



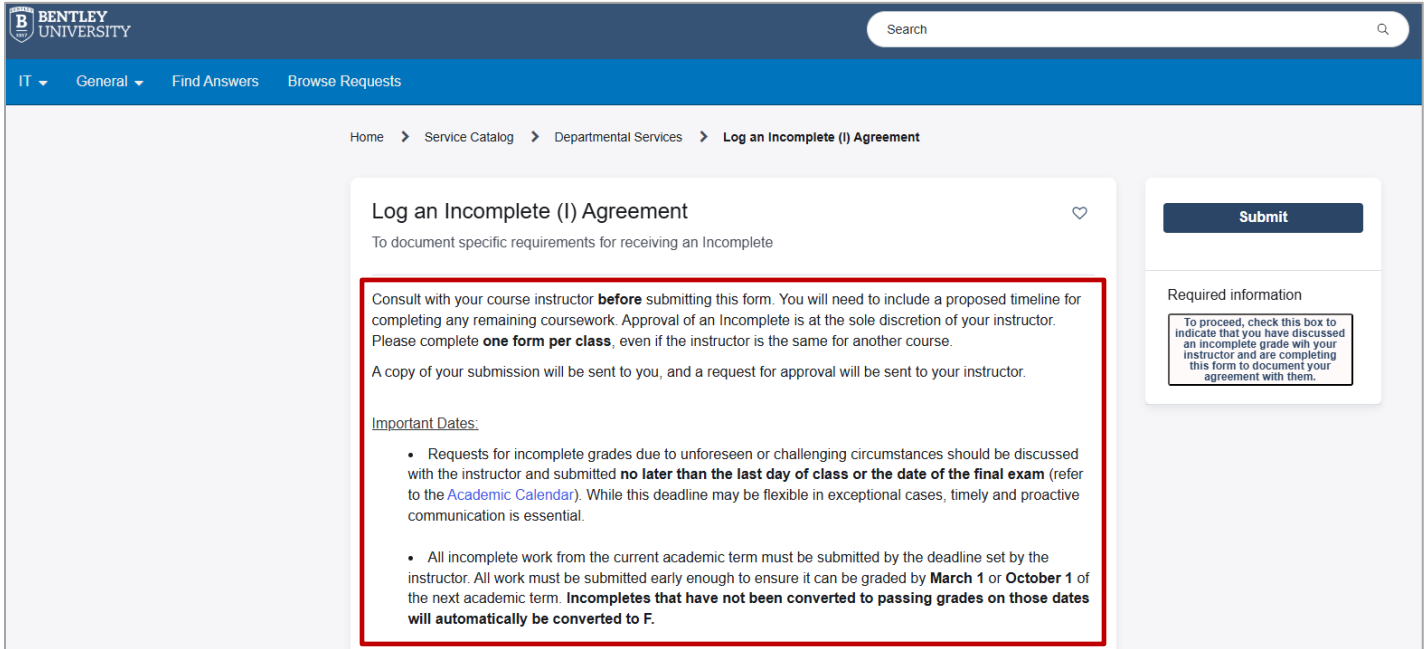
2. In the Search window type **INCOMPLETE** and press **ENTER**.



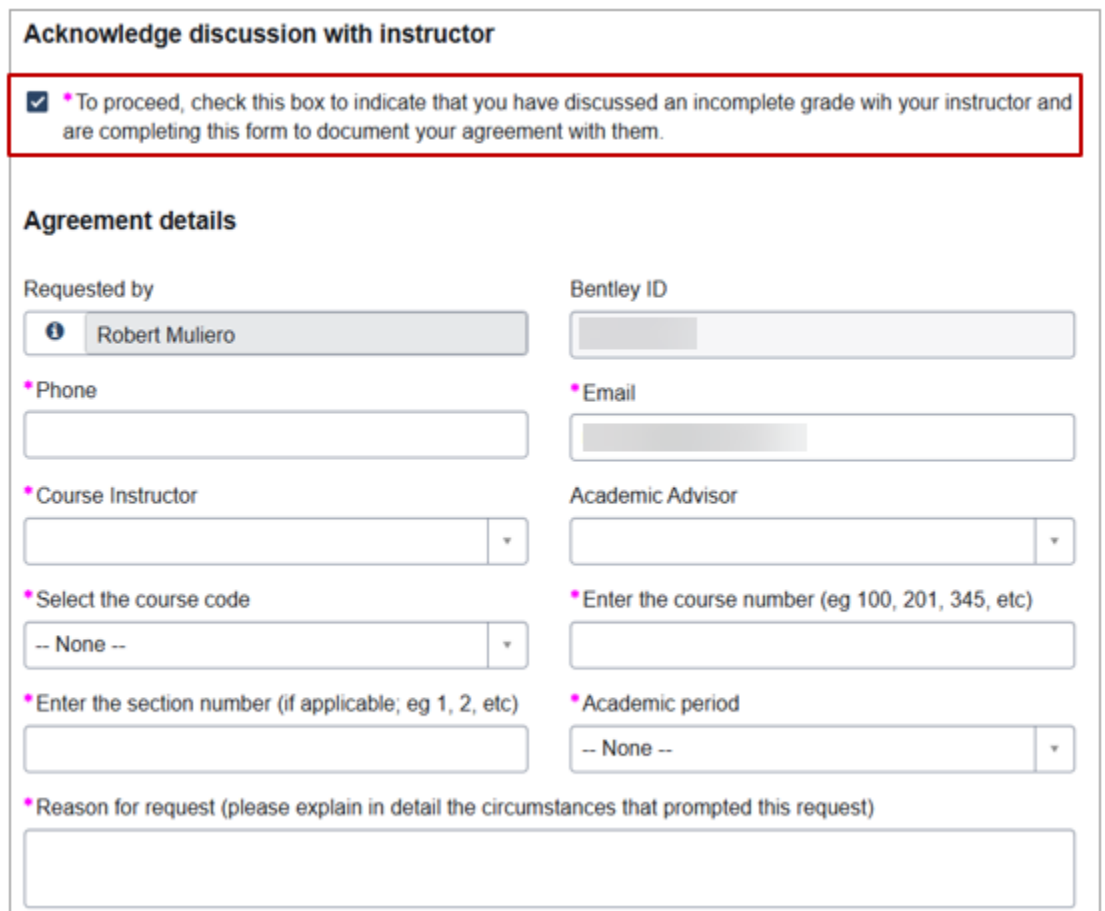
3. Click **LOG AN INCOMPLETE (I) AGREEMENT**.



This generates an agreement outlining the requirements for receiving an **Incomplete**. Prior to filling out this form you must acknowledge having spoken with your instructor beforehand.



4. After reading the agreement click the **CHECKBOX** under the heading **Acknowledge discussion with instructor**.



**Acknowledge discussion with instructor**

\* To proceed, check this box to indicate that you have discussed an incomplete grade with your instructor and are completing this form to document your agreement with them.

**Agreement details**

Requested by: Robert Muliero

Bentley ID: [Redacted]

\* Phone: [Redacted]

\* Email: [Redacted]

\* Course Instructor: [Redacted]

Academic Advisor: [Redacted]

\* Select the course code: -- None --

\* Enter the course number (eg 100, 201, 345, etc): [Redacted]

\* Enter the section number (if applicable; eg 1, 2, etc): [Redacted]

\* Academic period: -- None --

\* Reason for request (please explain in detail the circumstances that prompted this request): [Redacted]

## Filling out the Acknowledgement Agreement

Clicking the checkbox activates the fields. The fields with a red check box are required fields. The **Bentley ID**, **phone**, and **email address** are auto populated by your on-file information.

**Agreement details**

Requested by

Bentley ID

\* Phone

\* Email

\* Course Instructor

Academic Advisor

\* Select the course code

\* Enter the course number (eg 100, 201, 345, etc)

\* Enter the section number (if applicable; eg 1, 2, etc)

\* Academic period

\* Reason for request (please explain in detail the circumstances that prompted this request)

\* List all assignments to be completed (including Final Exam, if applicable)

Actions	Assignment name	Proposed due date	Submission method
	Final Exam	2026-01-23	In person

Original Final Exam date (if postponing)

\* Are you planning to study abroad next semester?

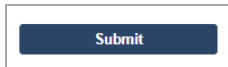
**Commitment to this agreement**

\* By entering your name below, you acknowledge that you understand the following: If your request is approved (including any changes submitted by your instructor at the time of approval), all incomplete work included in the final agreement must be submitted by the approved deadlines.

The following steps are to be taken for the Acknowledgement Agreement above:

1. Click the **DROP-DOWN** menu to choose the:
  - a. **COURSE INSTRUCTOR**
  - b. **COURSE CODE**
  - c. **COURSE NUMBER**
  - d. **SECTION NUMBER**
  - e. **ACADEMIC PERIOD.**
  - f. **ACADEMIC ADVISOR** is optional.
  - g. Enter a **REASON** for the Incomplete grade request. The reason for the request will not appear in the e-mail to the instructor.
  - h. Add any **ASSIGNMENTS** to be completed.
  - i. Enter the **ORIGINAL FINAL EXAM** date.
  - j. Answer if you are planning to **STUDY ABROAD** next semester.
  - k. Enter your **NAME** acknowledging that all incomplete work must be submitted by the approved deadline. The name must be a match and appear in the same exact format as your name under the **Requested By** field.

2. Click **SUBMIT**.



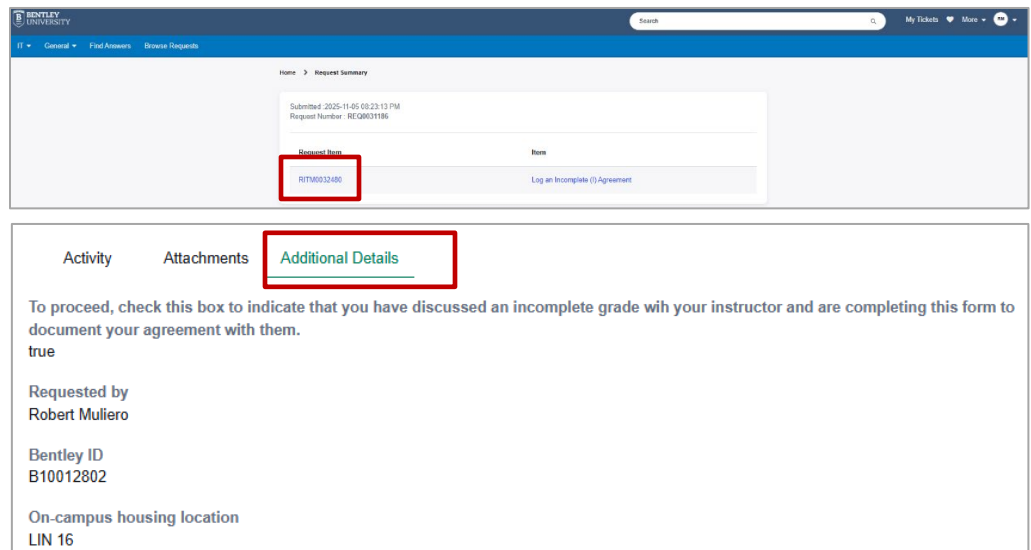
From here you are brought to the **Request Summary Page**.

---

## Acknowledgement Agreement Submission

By clicking the **REQUEST ITEM** you can see all your **Activity, Attachments** and **Additional Details**.

In this example we see the **ADDITIONAL DETAILS** menu expanded. Here we see all the information concerning the Incomplete request.

A screenshot of a web application interface. At the top, there's a navigation bar with "Home" and "Request Summary" links. Below that, a box displays submission details: "Submitted: 2025-11-05 08:23:13 PM" and "Request Number: REQ001186". A "Request Item" section shows "RITM0032480" highlighted with a red box. Below this, there are tabs for "Activity", "Attachments", and "Additional Details", with "Additional Details" selected and highlighted with a red box. The "Additional Details" section contains a checkbox labeled "To proceed, check this box to indicate that you have discussed an incomplete grade with your instructor and are completing this form to document your agreement with them." which is checked (true). Below this, it lists "Requested by: Robert Muliero", "Bentley ID: B10012802", and "On-campus housing location: LIN 16".