REQUEST FOR AN INCOMPLETE GRADE

Student Name: ___________________________________________ Student ID #: ______________________

__________________________________________
Semester/Year Department Code Number Course Name

Instructor Name: ___________________________________________

Reason for the request: (See policy at bottom of document for acceptable circumstances)

Summary of the coursework to still be completed:

I, _______________________________, agree to complete the work needed by the date stated below. I understand that if the incomplete is not completed by this date, I will receive the grade designated by the instructor. It is my responsibility to initiate and maintain contact with my instructor, ensure that the work is completed and that the grade has been submitted to the Registrar’s Office NO LATER THAN 30 DAYS AFTER THE END OF THE CLASS.

Student Signature: _______________________________ Date: _____________________________

To be completed by the COURSE INSTRUCTOR:

If I have not submitted, to the Registrar’s Office, an updated grade for the student by _______ (no longer than 30 days following the last day of class), the student’s grade for this course will automatically become a grade of _____ (A-F).

Instructor Signature: _______________________________ Date: _____________________________

Incomplete Grades Policy
The incomplete grade “I” is a temporary grade indicating that work for the course is not complete. Instructors may assign an incomplete “I” grade in a course that the student cannot complete on time due to extenuating circumstances, such as major illness or a death in the family, by filing an Incomplete Grade Request form with the Registrar’s Office prior to the end of the current grading period. The date by which a student must complete a course is determined by the course instructor, but may not be more than 30 days after the last day of the term in which the “I” grade was awarded. (Adult Studies: Not more than 30 days after the last day of the course in which the “I” grade was awarded.) In extenuating circumstances, requests for an extension beyond one semester should be made, in writing, to the Registrar prior to the previously approved deadline. Both the instructor and student must agree to the extension. Students with incomplete grades, whose GPAs are below good standing, are not eligible to enroll in the following semester until the incomplete grades are finished.

**RETURN TO THE REGISTRAR’S OFFICE**

Revised 3/2017