



Request for Grade of “Incomplete”

A grade of incomplete (I) will be assigned when a student, due to serious illness or other similar incapacitating circumstances, is unable to complete all course requirements within the prescribed period and receives the instructor’s permission to complete certain requirements at a later date, not to extend beyond the end of the next academic session. (Summer session will be considered the next session only if the student is in attendance during the summer.) Before the end of the examination period of the semester during which the “incomplete” is to be given, the student will negotiate with the instructor a mutually acceptable method for completing the class work, and an agreement signed by the student and the instructor outlining the agreed-upon method must be submitted to the Registrar. The final grade, once recorded, will be preceded by an “I” on the official transcript. For example, a grade of “A” will appear as “IA”.

Students with outstanding incompletes on their records are ineligible for Dean’s List and Graduation honors.

Student Information	
Date:	Name:
University ID #:	Degree/Major/Instrument:
Phone #:	Univ. E-mail:
Student Signature: _____	
Deadline for completion of coursework	
Date: _____	
<i>If the student does not complete the outstanding work within the specified time, a failing grade (“E”) will be recorded automatically.</i>	
Course Information <i>(list only one course per form)</i>	
Instructor:	Course Title:
CRN:	Course Number: <i>(example: HUM 101)</i>
Year:	Term: <i>(check one)</i> <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> summer
Description of work to be completed: 	
Approved By	
Instructor Signature: _____	
_____	Date: _____

For deadline extension ONLY:	
Reason for extension: _____	
Revised Deadline: _____	
Student Signature: _____	Date: _____
Instructor Signature: _____	Date: _____