



Incomplete Request Form

Incomplete Grade Policy: An incomplete grade is awarded SOLELY at the discretion of the instructor. The grade of "Incomplete" (I) is TEMPORARY, and must be replaced with a letter grade by the first day of the following term. If the student neglects to meet the designated deadline, the "INC" will be converted to a grade of "F" unless otherwise indicated by the instructor.

PLEASE PRINT – STUDENT TO COMPLETE

Student Name _____ Student ID# _____

Date _____ Term/Year _____/_____

Course Code _____ Course Title: _____

Name of Instructor: _____

Reason for Incomplete Request _____

"I hereby OFFICIALLY request that I be assigned a TEMPORARY GRADE of 'INCOMPLETE (I)' for the above course. I UNDERSTAND that if this request is granted, I must satisfactorily complete ALL PAST DUE ASSIGNMENTS listed below, and I must submit the assignments to my instructor by the end of this current term. I UNDERSTAND that if I neglect to meet my deadlines, or if my assignments are UNSATISFACTORY, I will receive the grade indicated by my instructor below. I agree to the conditions of this agreement."

Student Signature _____ Date _____

Instructor's Comments/Notes: The student has the following assignments to complete by the following due date(s):

Outstanding Assignments	Due Dates (if different from standard date)
_____	_____
_____	_____
_____	_____
_____	_____

If the student neglects to meet the deadline(s) above, the student is to be assigned a grade of _____

Instructor: _____ Date: _____

Note: This form is expressly for the use of the Instructor, but may be forwarded to the Registrar's Office at the Instructor's discretion.