# REQUEST FOR INCOMPLETE GRADE

**Return completed and signed form to the Registrar's Office**

**prior to the grade-submission deadline.**

Printed

student name: Program:

**Course Information:**

Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_ Subject \_\_\_\_\_\_\_\_\_\_ Course # \_\_\_\_\_\_\_\_\_\_ Section # \_\_\_\_\_\_\_\_\_\_

Instructor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# I request permission to receive the grade of “I” (incomplete). Incomplete grades that are not changed to a final grade or formally extended (by the extension form) by the deadline set forth by the *Student Handbook* policy will result in a final grade of F being assigned by the Registrar.

# I understand that the instructor may impose more stringent deadline(s) rather than allowing the student the maximum permitted under the *Student Handbook* policy.

The work I believe that I still have remaining to meet the course's requirements includes the following:

Student signature Date:

**INSTRUCTOR'S DEADLINE(S) AND COMMENTS**

**Detail the remaining course requirements and specific date(s) by which the work must be submitted.**

**Final date for submission of all work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional comments, if any:**

The final grade or subsequent extension must be submitted no later than the following, as stated in the *Student Handbook* policy.

Fall Semester Incompletes must be changed or formally extended by the last day of Spring Semester classes.

Spring Semester Incompletes must be changed or formally extended by the first day of Fall Semester classes.

Summer Term Incompletes must be changed or formally extended by the last day Fall Semester classes.

All Incomplete grades for students in their final year must be changed by March 31.

Printed instructor Signed instructor

name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ initials Date:

Registrar's office only:

Registrar entered Incomplete grade \_\_\_\_\_ Copy of form sent to student, instructor, program director \_\_\_\_\_