INCOMPLETE GRADE REQUEST

Student Name:_________________________ Student ID #:____________________

Semester:_________________________ Year____________________

An Incomplete (“I”) grade may be granted by an instructor if a student incurs illness or unpreventable and unforeseeable circumstances inhibiting ability to meet course requirements on time. An “I” grade is not granted to avoid giving an “F” for the course. Completion of this form is necessary before an “I” grade can be given. Without an approved incomplete form for the course, the student will receive the grade earned. Course requirements must be completed within six (6) weeks after the end of the semester in which the grade was issued or receive an “F” for the course.

Course:__________________________________________ Instructor:____________________________

Reason for Incomplete:___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Instructor’s Signature:_______________________________________________ Date:_______________

Incomplete is Approved:_____  Incomplete is Denied:_____

Vice President of Instruction/ Division Dean Signature:__________________________________________ Date:_______________

Date Received in Registrar’s Office:__________________________  Initials: _____

Date Incomplete Entered:___________________________________  Initials:_____

Date of Grade Change Form Completed by Instructor:____________________

Incomplete Changed to Grade - Initials:______ Date:____________________

Revised: 7/8/13