



INCOMPLETE GRADE REQUEST

Rev. 6/10/14

"I" indicates the coursework has been satisfactory but, because of illness or other circumstances beyond the student's control, the student is unable to complete the coursework by the end of the semester. The student must petition the instructor for the approval of incomplete. Under normal circumstances, the coursework must be completed within three weeks after the last day of exams for that semester. If an extension is necessary, the Vice President for Academic Affairs must approve the extension. If the coursework is not completed within the designated time, the "I" becomes an "F."

To be completed by the student (or the faculty if the student is unavailable or incapacitated.

Student information

First and Last Name: _____

Program: (Circle One) ESL – Special – Undergrad

Course Information

Semester & Year: _____ Course Number& Title: _____

Instructor: _____

The student is requesting an Incomplete for the following reason(s):

To be completed by faculty:

Deadline for removal of Incomplete: (mm/dd/yyyy) _____

Course requirements remaining:

Required Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

VP for Academic Affairs: _____ Date: _____

Registrar: _____ Date: _____