



# REQUEST FOR GRADE OF INCOMPLETE

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## PART I: Student justification for Request of Grade of Incomplete and plan to complete the course.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_ MAJOR \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

*An INCOMPLETE signifies course work not completed. It is awarded only for unusual or emergency situations in cases where successful completion of coursework is beyond the student's control. An incomplete may affect athletic eligibility. Please see the Academic Catalog for more info.*

Last date of attendance:	Dept. and Course Number	Instructor Name
Course for which an Incomplete is requested:		

State clearly and briefly the reason(s) why you are requesting a grade of Incomplete.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART II. Instructor's Response to Request for Grade of Incomplete.

- The request for Incomplete is denied and the student has been assigned a grade based on work completed.
- The request for Incomplete is approved and the student has been assigned a grade of Incomplete. The student meets the criteria of having a passing grade in the work completed.

The following assignment(s) must be completed to remove this Incomplete:

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART III. Director of Student Affairs

Date by which the above assignments must be completed: \_\_\_\_\_  
(This date cannot be later than the end of the next semester in which the incomplete is assigned. A time limit of less than one semester can be specified.)

Director of Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART IV. Registrar

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_  approved  denied

## PART V. Instructor's Grade Change

- The assignments were completed.  The assignments were not completed.

The grade change is from Incomplete to \_\_\_\_\_.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name (print) \_\_\_\_\_ Email \_\_\_\_\_

*This portion must be submitted to the Registrar no later than the last day of the following semester.*

