

REQUEST FOR AN INCOMPLETE GRADE

An incomplete grade may be given only at the student's request. A student may request a grade of "I" for incomplete when doing satisfactory work in a course and is unable to complete all required coursework within the semester. This request must be made on this form, signed by the instructor and submitted to the Student Services Office on or before the last day of the semester.

Incomplete work must be made up and a grade submitted to the Student Services Office by a date mutually agreed upon by the instructor and the student. This date may not be later than six weeks after the scheduled completion date of the course.

Check the appropriate box for the semester in which you are requesting the incomplete grade, also indicate the year:

Fall Spring Summer Year: _____

Student: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (Apt. Number)

(City) (State) (Zip Code)

Phone Number: (_____) _____ - _____ (_____) _____ - _____
(Daytime) (Evening)

Student ID Number _____

Course Title: _____

Department / Course / Section Number: _____

The course work remaining to be completed: _____

The remaining course work will be completed and the final grade submitted to the Student Services Office by: _____ **(This date may not exceed six weeks from the end of the term.)**
(Date)

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____