



Request for 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 Enrollment Services Office on or before the last day of the semester.

Incomplete work must be made up and a grade submitted to the Enrollment 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 term.

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

☐ Fall ☐ Spring ☐ Summer Year: _____

Star ID _____ Student Name: _____
(Last) (First)

Department / Course / Section Number: _____

Course Title: _____

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: _____