INCOMPLETE GRADE REQUEST FORM

Student: Complete student section and submit form to instructor.
Instructor: Complete instructor section and submit to the Office of the Registrar.

STUDENT SECTION

Year: ____________________  Semester: □ Fall  □ Spring  □ Summer I  □ Summer II
Student Name:    Last__________________________  First__________________________  MI__________
Date of Birth: _______/_______/_______ (mm/dd/yy)  Cell Phone: ______________________________

Rationale for requesting Incomplete grade: Incomplete grades are approved only for circumstances beyond the student’s control. A valid rationale is mandatory prior to review of the incomplete request form. For example:
• Valid academic reasons might include unanticipated difficulty obtaining research materials, or failure of a critical experiment.
• Valid non-academic reasons might included extended illness, or death of a loved one, etc.
• Invalid reasons include: student elected not to complete the course on time, or student would otherwise fail the course, etc.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

__________________________________________________________________________    _____________
Student Signature          Date

INSTRUCTOR SECTION

Deadline for Course Completion:
Deadline may not exceed one semester beyond the scheduled end-date of the course. Faculty may designate an earlier deadline, but not later.

Work to be completed:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

__________________________________________________________________________    _____________
Instructor Signature           Date

NOTE: Incomplete Grade Request Forms must be received by instructor by the final exam date, or other ending date of the course, whichever comes first. Courses not completed by the specified deadline will receive a grade of “F” in accordance with University policy.

Revised 09/11