INCOMPLETE GRADE REQUEST

This form must be completed by the student requesting an incomplete grade and by the instructor granting the request. No incomplete grades will be recorded unless this completed form is submitted to the Office of the University Registrar prior to the end of the grading period for the semester during which the course was taken. The incomplete grade will be changed to the grade indicated in Section V of this form according to University policy unless the faculty member submits a Change of Grade form.

Student Name ___________________________________________ Student ID Number ________________________
Address ___________________________________________________ Email Address ____________________________
__________________________ ____________________________ Telephone Number Home _________________
__________________________ ____________________________ Work ________________________________

I. Course Title ___________________________________________ Course Code ________________________________
Course Section ___________________________________________

Semester
☒ Fall 20____ ☐ Spring 20____ ☐ Summer 20____ ☐ Summer I 20____ ☐ Summer II 20____

II. Reason for making this request

______________________________________________________________________________________________

______________________________________________________________________________________________

III. Work which must be completed to change the incomplete grade
(to be completed by the faculty member)

______________________________________________________________________________________________

______________________________________________________________________________________________

IV. Date by which all work must be completed ____________________

V. Grade for the course if work (as stipulated in section III) is not completed ____________________
(to be completed by faculty member)

Authorized by

Student Signature ____________________ Date ____________________

Faculty Signature ________________________ Date ____________________

DISTRIBUTION: White–Registrar Canary–Faculty Member Pink–Department Gold–Student