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 include 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.

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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.