INCOMPLETE grade request form

**SUBMISSION DEADLINE:** Last day of classes at the end of each semester. Forms submitted after that date will not be accepted by the Registrar’s Office.

Semester: _____________________    Student ID# _______________

Student’s name: ________________________________     _________________________________

                        Last                                                                 First

Course : ________________________________________________________________

Dept. Number Section                                                Title

Reason for request: (select from the options below)

☐ Prolonged Illness

☐ Other circumstances beyond your control (please list below)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature : _____________________________________    Date: ___________

Professor Approval: ____________________________________     Date: ___________

Registrar Approval: _________________________________________      Date:  ____________

Work is due to the Professor NO LATER than 30 days after the last day of the semester. An outstanding INCOMPLETE will be changed to an FX after 30 days. Incomplete grades at the time the Dean’s List and Graduation list is prepared will disqualify a student from inclusion. The completed form is to be submitted to the Registrar’s Office for grade entry of “I”.