



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".