



Request for a Grade of Incomplete (I)

For use with Undergraduate Courses

Incomplete is a temporary grade. To request an incomplete, please complete this form and present it to your instructor. Approval of this request is at the discretion of the instructor. If approved, students will receive a temporary grade of "I" for the course. Students must complete all course work within six weeks of the beginning of the next term. An incomplete granted during the Spring and Summer terms must be completed within six weeks of the beginning of the Fall term. **Failure to complete required course work within the allotted time will result in the grade "F."**

Student Information

First Name:

Last Name:

PIDN/SSN:

Address:

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Street	Apt #
<hr/>	<hr/>
City, State	Zip Code

Email:

Phone:

Class Information

<hr/>	<hr/>
Current Semester & Year	Course/Section
<hr/>	<hr/>
Course Title	

<hr/>
Reason for request
<hr/>
Work remaining to be completed

Signatures

Student

Signature	Date
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Instructor

Signature	Date
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Printed name
