



Request for Incomplete Grade Form

The “I” (Incomplete) may be assigned when a student has fulfilled the following requirements: has completed at least 50% of the coursework with passing grades, is prevented by illness or other justifiable cause from completing the required work or from taking the final exam, and has submitted an Incomplete Grade Request Form to the instructor and received approval by the time grades are due for that semester.

Students receiving an “I” during the fall semester have until the last class of the following spring semester to complete the missed coursework. Students who receive an “I” for the spring or summer term have until the last class of the following fall semester. The “I” grade will be changed to an “F” when the missed work is not completed in the prescribed time allotted by this policy.

Name	A#	Email	Phone
Course Prefix & Number	Course Title	CRN	Instructor
Semester	Year	Date of Request	Completion Deadline

Reason for Request:

Course Work Remaining:

Student Signature:

Date:

Instructor Signature:

Date:

A copy of the signed form should be submitted to the appropriate instructional dean.