Request for Incomplete Grade

The grade of “I” may only be granted if a student petitions the instructor(s) for that grade prior to the end of the academic term of the affected course(s) in which she/he is enrolled. A grade of “Incomplete” may be given if the student’s already completed work is of passing grade quality but remaining coursework is unfinished because of illness or other serious cause, and only if the faculty member and the student agree.

Student Name ___________________________________________________________  ID# __________________________

Year ___________ Term ___________ Session ___________

Course ID/Section: _______________ Title: ___________________________________________________ _______________

Data Extension Expires (see below**): ____________________________________________

** An “Incomplete” in any course becomes a failure and is recorded as a grade of “FI” (Failure Resulting from an Incomplete) if course requirements are not completed within four weeks following the end of a semester (fall, spring or summer) or two weeks following the end of an accelerated session or winter intersession.

Reason for Extension: ____________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Student signature ____________________________ Date ________________

Instructor signature ____________________________ Date ________________

Program Chair signature ____________________________ Date ________________

Dean signature ____________________________ Date ________________

(Must be Dean for your Course of Study)

This form must be completed and submitted to the Registrar’s Office prior to Final Exam Week.

Registrar’s Office: ____________________________ Date Received: ____________________________