INCOMPLETE GRADE REQUEST

I am assigning a grade of “Incomplete” to ___________________________________________________________
(Student’s Name)
in __________________________________________ for the ______________________________ due to
(Course Department, Number, and Title) (Semester/Year)

________________________________________________________________________________________

The student will have 60 calendar days from the last day of final exams __________________________
(Date of Last Final Exam) to complete the work required in the course. Upon completion of the course, I will notify the Registrar
in writing of the grade earned. If the student does not complete the required work within the 60 day
time limit, the “I” will be changed to an “F” by the Registrar.

________________________________________________________________________________________

Student Signature __________________________ Date ________________

Signature of Instructor ______________________ Date ________________

Approved By: ________________________________
Division Chair ______________________________

Approved By: ________________________________
Dean ______________________________

Please outline plans for completing the course:
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Incomplete Grade Policy

A grade of “Incomplete” is assigned only in instances where work is not completed because of serious illness, accident,
death in the immediate family, etc. Before an “I” grade can be given, the appropriate form must be completed and approved by the faculty member, the
division chair, and the dean of the College of Arts and Sciences. Courses in which a student receives a grade of “I” must be
completed within 60 calendar days from the last day of finals exams; otherwise the grade becomes an “F.” The
responsibility rests with the student to complete the work within the allotted time.

The grade of “I” does not count as credit hours earned and may in some circumstance influence a student’s eligibility for
financial aid.

Revised July 2013