Incomplete Grade Request Form

A student may request an Incomplete by filling out this form. This form must be signed by the course instructor. The completed form must be submitted to the Registrar’s Office by the grade submission date as follows: Fall Semester-January 10th, January Intersession and Winter/Spring Semester-June 3rd and Summer Session-August 15th.

Student’s Name________________________________________________________

Course Number and Name________________________________________________

Semester and Year Course Taken___________________________________________

A hard copy of all outstanding coursework will be completed and submitted to the Registrar’s Office by:__________________________ (This date cannot be more than three months after the last day of the term.)

(Specify Date)

If the coursework is not submitted by the specified date, a grade of _________________ will be posted to the transcript.

(Instructor Fills In Earned Grade)

Student Signature__________________________________________ Date____________________

Faculty Signature______________________________________ Date______________________

Please note:
Students with two or more Incompletes will not be allowed to register for the next semester.