



## Request for Incomplete Grade

Students work with their instructor to secure approval for an Incomplete grade. The student's advisor receives a copy of the form.

Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course #/Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Title: \_\_\_\_\_

Reason for request:

Assignment(s) outstanding:

Deadline for completion (standard deadline is 8 weeks from end date of course): \_\_\_\_\_

I understand that if I do not complete the outstanding assignments by the deadline, my grade will convert to an alternate grade based on assignments completed. If the final grade is below the minimum GPA for a course, I will be required to re-register and pay for a repeat course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_