

Request for an Incomplete

Instructions

To the student and the instructor: Incompletes are given as temporary grades only when unusual circumstances have prevented the student from completing the required assignments. The student should understand that the grade earned at the moment the incomplete is granted would, by default, become the student's grade for the course if the class work were not made up by the deadline. Incompletes revert to grades at the end of the semester following the semester in which the course was taken, unless the instructor submits a new grade reflecting completed work. Instructor and student should fill out the form together after discussing work needed to satisfy course requirements and date of completion. An incomplete will not be granted unless the instructor attaches this form to the grade roster submitted to the Registrar at the end of the semester.

Part I - (to be completed by the student)

Name: _____ Social Security # _____

Home Address: _____ Phone: _____

Campus Box # or Local Address: _____

Semester _____ Year _____ Course #, Title, and Section # _____

Instructor: _____

Why are you requesting an incomplete in this course? _____

Are you requesting any other incompletes this semester? If yes, explain. _____

Do you have any incompletes left to fulfill from a previous semester? If yes, explain. _____

Part II – (to be completed by the student and instructor)

What still needs to be completed to fulfill the course requirements? _____

When will the work be done? _____

Part III – (to be completed by the instructor. Instructor and student signatures required)

What would the student's grade in this course be without completion of the missing assignments?
_____ This will be the student's grade if the course work is not completed by the date indicated below.

Instructor's Signature _____ Date: _____

I understand that the grade indicated by the instructor above will be the grade I will receive, if I do not complete the required work by _____ (mm/dd/yy).

Student Signature: _____ Date: _____