

UNDERGRADUATE APPLICATION FOR AN INCOMPLETE GRADE

A request for a grade of Incomplete (INC) should be filed only for extenuating circumstances, such as illness or serious emergency beyond the student's control. An incomplete may not be granted unless a student has completed at least half of the work of the course with a passing grade. This completed form must be approved and submitted to the Registrar's Office by the last day of classes for the term. After the instructor assigns a final grade, an "I" remains permanently on the record with the final grade earned beside it.

STUDENT NAME: _____

STUDENT ID#: _____

STUDENT EMAIL: _____

EXPECTED GRAD: _____

COURSE NUMBER: _____

SEMESTER & YEAR: _____

REASON FOR INCOMPLETE (PLEASE BE SPECIFIC): _____

List all courses from **previous semesters** in which you still have an INC grade:

List all courses from **this semester** for which you're requesting an INC grade:

**DEADLINES FOR COMPLETION*: FALL COURSES: MARCH 15; SPRING COURSES: AUGUST 15;
SUMMER COURSES: OCTOBER 15**

**REQUESTS FOR EXTENSIONS MUST BE SUBMITTED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR, CHAIR AND COMMITTEE ON ACADEMIC STANDARDS & POLICIES.*

INSTRUCTOR SECTION

INSTRUCTOR'S NAME (please print): _____

Has student completed at least one half of the course material: _____ YES _____ NO

Has student met your attendance requirement: _____ YES _____ NO

Work to be completed by the following date: _____ (may not be later than dates indicated above). **Instructor must submit the final grade to the Registrar's office within 7 calendar days of the deadline.**

If work is not completed by this date, the instructor will report a grade of _____.

The following assignments and/or coursework to be completed:

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

DEPARTMENT CHAIR'S SIGNATURE: _____

DATE: _____

STUDENT'S SIGNATURE: _____

DATE: _____

REGISTRAR SECTION

_____ Approval Granted

_____ Approval Not Granted (Decision & Explanation will emailed to the student and instructor)

REGISTRAR'S SIGNATURE: _____

DATE: _____