

Incomplete Grade Request

A grade of "I" is temporarily given only in exceptional circumstances. It will be given only to students who are doing satisfactory (passing) work and who cannot complete all of the requirements for a course on schedule because of illness or other circumstances beyond their control, i.e., military service, hardship, or death in the immediate family.

To receive an incomplete ("I") grade, a student must contact their instructor prior to the end of the semester. An *Incomplete Grade Form* can be obtained in the Registrar's Office. The *Incomplete Grade Form* must be signed and submitted to the Registrar's office prior to the last day of the semester. An incomplete cannot be requested before the ninth week of the term.

An "I" automatically becomes an "F" grade at the end of the next semester, if requirements have not been satisfactorily met.

COURSE NUMBER AND TITLE _____

INSTRUCTOR _____

STUDENT _____

COURSE REQUIREMENTS THAT REMAIN TO BE COMPLETED:
(Please attach a syllabus)

COMPLETION DATE: _____ (Latest date possible is the last day
of the following semester.) (continue on back)

INSTRUCTOR PHONE NUMBER _____

EMAIL ADDRESS _____

STUDENT PHONE NUMBER _____

EMAIL ADDRESS _____

I understand that all of the remaining course requirements must be met by the completion date or the grade will automatically convert to an "F." I will keep the instructor informed of my progress on course work and current contact information.

STUDENT SIGNATURE _____ DATE: _____

I will be available to answer questions and will keep the student informed if contact information changes. I will grade work and submit a grade to the registrar in a timely manner.

FACULTY SIGNATURE _____ DATE: _____