



## Request for an Incomplete

**Students on Academic Probation are not eligible for incompletes.**

Complete parts I & II of this form in consultation with the instructor. A grade of Incomplete "I" may be requested by the student if he/she is doing satisfactory work, but due to extenuating circumstances is unable to complete the work in the course by the end of the semester. Arrangements for the "I" grade must be made *prior* to the final examination.

PART I: To be completed by the student				
First Name:		Last Name:		ID Number:
Subject:	Catalog #:	Section:	Course Title:	
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			Year:	GPA:
Reason for Requesting an Incomplete:				
Student Signature _____ Date _____				
PART 2: To be completed by the instructor (please submit the completed form to the Registrar)				
Coursework to be completed:			Deadline for Completion	
Instructor Name:				
Instructor Signature _____ Date _____				
Department Head Signature _____ Date _____				
PART 3: To be completed by the Registrar's Office				
Student GPA:	Incomplete Approved: YES    NO		Date of "I" Grade Expiration:	
Date Processed:	Signature:			