



REQUEST FOR INCOMPLETE GRADE

A grade of incomplete for a course is granted only in cases of extenuating circumstances. Responsibility for completing all course requirements must be assumed by the student.

The student must:

(1) submit a complete Application for Incomplete Course Grade form that has been approved & signed by the Instructor to the Registrar.

(2) complete the stated requirements within a 15-day period that begins **the day after the final is due**.

If the "I" grade is not cleared within this specified time limit, the "I" grade will automatically change to an "F" grade.

I, _____, hereby request permission to receive an incomplete

Grade For _____

Final due Date: _____ Incomplete Completion Due Date: _____

Missing assignments/requirements:

Student

Instructor