



Request for Grade of I: Incomplete

Date _____ Student ID # _____

Student Name _____
Last First Middle

Year _____ Semester _____ Course Number _____

Instructor Name _____

The grade of I – Incomplete may be given to a student who is doing work of a passing grade in a course but who has not completed that work. If, in the judgment of the instructor, there is a legitimate reason why the work cannot be completed during the term, the instructor can request the I: Incomplete grade, allowing a student to complete the required work for a course after the semester has ended.

Student and instructor agree that the following requirements must be completed before the Incomplete will be changed to a grade, and that completing these requirements does not require attending regular class sessions of a future offering of this course:

Deadline for student to submit completed work
(if earlier than the end of the next semester): _____

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Dean _____ Date _____

The work must be completed and a change of grade filed with the Office of the Registrar before the end of the term that follows the term when the course was originally taken: Incompletes awarded at the end of the fall semester must be removed by the end of the subsequent spring semester; incompletes awarded at the end of the spring and summer semesters must be removed by the end of the subsequent fall semester. If the instructor does not submit a grade by the end of the subsequent semester, the registrar will automatically record a grade of F. Responsibility for completing all course work rests with the student. Responsibility for grading the completed work and reporting the grade change to the Office of the Registrar in a timely fashion rests with the instructor.

Instructor, student, and college/school office should retain a copy of this agreement until the final grade is officially recorded.