



**Student Information**

|           |            |      |       |                                  |
|-----------|------------|------|-------|----------------------------------|
| Last Name | First Name | M.I. | Major | Last four digits of Student ID # |
|-----------|------------|------|-------|----------------------------------|

Term (Check term associated with this request):

Fall
  Spring
  Summer (I)
  Summer (II)
  Summer (III)
  Winter

Year \_\_\_\_\_

**A grade of "I" (Incomplete) may be given when, for a reason satisfactory to the instructor, the requirements of the course have not been completed.**

**Items that students should consider before requesting an Incomplete grade:**

- One or two Incomplete grades in a semester is reasonable; students considering three or more Incomplete grades in a semester should consider resigning for the semester or using a W grade.
- How many credit hours are you registered to complete next semester?
- Will you be able to manage the workload of completing this course and other courses for which you are registered?
- Do you have a solid timeline and plan for completing the missing assignments, quizzes, exams, etc. before end of the next semester?
- Have you reviewed the timeline and plan with your instructor?

**Items that the instructor should consider before agreeing to an Incomplete grade request:**

- Has the student been attending class on a regular basis?
- Has the student completed 75% or more of the required coursework?
- Does the student have a viable plan and timeline for completing the remaining work?
- Will you have sufficient time before the established deadline to assist the student, as needed, to complete the coursework?

Course for which you are requesting an Incomplete grade.

| CRN | Subject and Course # | Reason for Requesting Incomplete Grade |
|-----|----------------------|--|
|     |                      |  |

I hereby request an Incomplete grade for the course noted above, and I understand that the work must be completed before the end of the first subsequent semester of enrollment (lecture course) or the first subsequent semester of enrollment that the course is offered (laboratory course) or the Incomplete grade will convert to an "F."

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

**Instructor Information**

**Detailed description of assignments, quizzes, exams, etc. remaining to be completed by the student (to be completed by the instructor)**

\_\_\_\_\_

\_\_\_\_\_

Final date for completing work and submitting a change of grade form (see Academic Calendar for semester end date) \_\_\_\_\_

The student named above has a compelling reason for not completing required work associated with my course. I approve the student's request for an Incomplete (I) grade. I will assign the grade of "I" to this student when I enter final grades. If the work is completed on time, I will file a change of grade form.

Signed/Printed \_\_\_\_\_/\_\_\_\_\_ Date \_\_\_\_\_  
(Instructor)

**Department Head**

Acknowledgement of receipt by the Department Head of the department offering the course.

Date \_\_\_\_\_

Signed \_\_\_\_\_ Printed \_\_\_\_\_  
(Department Head) (Department Head)

**Dean's Use Only (Dean of the college for the COURSE, not the student's major)**

|             |      |
|-------------|------|
| Received by | Date |
|-------------|------|