



INCOMPLETE GRADE REQUEST FORM

Semester _____

Year _____

A student may request a grade of incomplete ("I") when coursework has been satisfactory but the student is unable to complete all course requirements before the end of the semester. The "Incomplete Grade Request Form" must be signed by both the instructor and student, and submitted to Enrollment Services by the end of the semester.

Course work must be completed and a grade submitted to Enrollment Services by a mutually agreed date not to exceed the end of the following semester. A grade of "F" will be recorded if the deadline is not met.

PLEASE PRINT

Student: _____
Last First Middle Initial

Student ID# _____

Course: _____
Course Id # and Course # Title

Course work remaining: _____

Course is to be completed and the grade reported to the Enrollment Services no later than _____ (not to exceed the end of the following semester).
Date

Student Signature Date Instructor Signature Date

WHITE - Enrollment Services

YELLOW - Instructor

PINK - Student