

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 the Enrollment Center by the end of the semester. Course work must be completed and a grade submitted to the Enrollment Center by a mutually agreed-upon date. A grade of “F” will be recorded if the deadline is not met.

Students should be aware that a grade of incomplete negatively impacts course completion rate and may impact satisfactory academic progress calculations. It is the responsibility of the student to submit outstanding work to the instructor by the mutually agreed upon date.

Student Information

First Name:	Last Name:	Student ID #:
Email Address:		Phone #:

Course Information

Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:
Course Subject, Number, and Section:	

Course work remaining:

The course is to be completed and the grade reported to the Enrollment Center no later than the following date (not to exceed the end of the following semester): _____.

Student Signature:	Date:
Instructor Signature:	Date: