

REQUEST FOR "INCOMPLETE" COURSE GRADE

If a student is making a passing grade and cannot complete the required work in a course because of illness or some other approved reason, an "I" (Incomplete) is entered temporarily on his record. A course recorded as incomplete must be completed within the first four (4) weeks following the termination of the semester, except when an extension of time is granted by an agreement between the Vice President for Student Services and the instructor of the course. Otherwise, the "I" becomes an "F".

Course Number _____

Course Name _____

Semester _____

Social Security # _____

I, _____, hereby request permission to receive a

temporary "I" (Incomplete) grade in _____
Course Number Course Name

(Explain reason for request)

I understand the course requirements must be successfully completed within four (4) weeks following the last day of the semester. I agree to complete the required work and/or tests agreed upon between myself and the instructor. I understand if the course work and/or tests are not completed by the agreed date, the "I" (Incomplete) grade will become a final grade of "F".

Signed:

Student Date

Instructor Date

VP for Student Services Date

Registrar's Office Use Only
