



REQUEST FOR INCOMPLETE "I" GRADE

The student is to initiate a request for an "I" (incomplete) grade, including the completion and submission of this form to their instructor. The instructor may give an "I" grade when a student has completed 75 percent of the course work with a grade of at least a "C," but where there is some verifiable compelling reason for the lack of completion. The "I" (incomplete) must be made up during the following semester. Failure to do so will result in the "I" grade being changed to a "W" or other grade if instructor issues a grade change. A student wishing to complete the work for a course in which he/she received an incomplete must make arrangements with the instructor who issued the incomplete grade.

Instructions: The student completes this form and submits to instructor for approval. If approved, the instructor must indicate an "I" grade on the class roster AND must submit this form filled out completely to Admissions and Records by the deadline to submit grades. If the form is not completely filled out and signed by the student and instructor, or if the form is not submitted by the deadline, or if the student does not meet the required criteria for an incomplete, the student will be issued a W grade.

Student Last Name _____ First _____ Student ID or SS Number _____
 Semester: _____ Class: _____ Class Title: _____ Section: _____
 Instructor: _____

Extenuating circumstances:

Signatures verify student and instructor understand the responsibility, policy, and procedure involved with the issuance of the "I" grade.

Student Signature _____ Date _____

****** Instructor must complete this portion ******

Has the student completed at least 75% of the course work with a grade of at least a "C"? Yes _____ No _____

List coursework that needs to be completed by the student:

Instructor Signature _____ Date _____ 12/11/09

Once the coursework is complete, the instructor is responsible to change the grade on the class roster or to submit a grade change form. The grade change must be submitted no later than the last day of the following semester.