

Student's Request for a grade of INCOMPLETE

Student's name: _____
Last First Middle

Course: _____
Dept. Number Section Course Title

Reason for request:

Student Signature: _____ Date: _____

Professor Approval: _____ Date: _____

Grade is due in the Registrar's Office *NO LATER THAN 30* days after the last day of the semester. An outstanding INCOMPLETE will be changed to an FX after 30 days. Incomplete grades at the time the Dean's List is prepared (a week after Commencement) will disqualify a student from inclusion. The completed form is to be submitted to the Registrar's Office regardless of grades entered on-line or grade sheets handed in for processing by the Registrar staff.