



Incomplete Grade Request

This form must be completed in the following steps and must be approved prior to making any arrangements for an incomplete grade of “INC”. This is to ensure proper arrangements and recording of credit and grades. Incomplete grades not removed within one semester following the recording of an “INC” will automatically become a grade of “F” on the student’s academic record. Instructors will be notified of approval so they can make arrangements with the student for course completion.

Step 1. To Be Completed by Student:

Student Name:	Student ID/SS#:	Address:
Reason the student cannot complete this course during the term for which the student registered:		

Step 2. To Be Completed by Instructor:

Term and Year:	Course Name	Course ID:	Section Number:

Describe specific work required for course completion (Use back if necessary: Include tests, assignments, papers, etc.):

1.
2.
3.
4.
5.
6.

Give expected Date of Completion (must be within policy limits): _____

Step 3. Signatures and Dates:

Signatures indicate an understanding of the above. When the course requirements have been met, the instructor will email the appropriate grade change information to the Registrar.

_____	_____
Student Signature	Date
_____	_____
Instructor Signature	Date

Step 4. Division Dean Approval:

_____	_____
Division Dean Signature	Date

Completed original should be forwarded to the Registrar. Copies should be given to (1) instructor and (2) student.