Request for Grade of Incomplete (Class)

Student Name _______________________________  M# __________________________

Course Name __________________________________________________________________________

Course # ______________  Section __________  Instructor ________________________________

Reason for Request:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Date that work will be completed ______________________________________________________

Student Signature __________________________________________  Date ______________________

Instructor Signature __________________________________________  Date ______________________

No incompletes are to be entered on grade sheets without this form. The student should keep one copy for their records, give one copy to the instructor, and give one copy to the office for the student’s academic file.

Note: An “I” grade carries no quality points for one semester after it is incurred. Following that the “I” grade carries zero (0) quality points (i.e., it is reflected in the grade point average the same as an “F” grade).