

## Incomplete Grade Request

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone # \_\_\_\_\_ Date \_\_\_\_\_

**SECTION I** The above named student has been assigned a grade of "I" (Incomplete) in:

	For		
Course	Number	Section	Year
		Semester/Term	

Last Date of Attendance (LDA) \_\_\_\_\_ Grade on LDA \_\_\_\_\_

**SECTION II** Tasks to be accomplished by the student to complete the course requirements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All tasks must be completed by: \_\_\_\_\_

**Instructions:**

- Form should be completed by both the Instructor and the Student.
- Completed form should be returned to Student Affairs.
- All tasks must be completed in no more than one hundred (100) calendar days after the last day of the semester.
- The work must be graded and the grade will be submitted to Student Affairs within ten (10) calendar days from the Tasks Completed date listed above.
- The updated grade must be submitted to Student Affairs by way of an Instructor Grade Change Form.
- The tasks listed in Section II must be completed by the specified date or the grade will become an "F".

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies distributed to:     Student             Instructor             Dean

Processed by:
Date entered: