

Incomplete Grade Request

An Incomplete may be issued when extenuating circumstances beyond the student's control have prevented completion of course requirements, provided that the student's performance to that point is at least of "D" level.

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	Semester/Term
			Year

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 of Academic Affairs

Processed by:
Date entered: