

## REQUEST FOR INCOMPLETE GRADE

- ❖ Incompletes ("I" grades) are generally given only in cases of illness, emergency or extraordinary circumstance and are arranged through the Academic Dean (**request must be submitted prior to final grade submissions**).
- ❖ Medical documentation must be attached to this form.
- ❖ Coursework must be completed two weeks from the last day of class..
- ❖ Failure to complete the course work within this time frame will result in an automatic grade of F.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Address / City / State / Zip

\_\_\_\_\_  
Primary email address

\_\_\_\_\_  
Primary Phone Contact Number

### Course Requesting Incomplete Grade For:

\_\_\_\_\_  
Course Code & No.

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Term/Year

**Reason for Requesting Incomplete Grade:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**THIS SECTION FOR COMPLETION BY COURSE INSTRUCTOR AND ACADEMIC DEAN**

**Date of Completion for the Course (date cannot exceed 2 weeks from the last day of class)** \_\_\_/\_\_\_/\_\_\_

**Instructor requirements for completion of course:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date