

**REQUEST FOR INCOMPLETE (“I”) GRADE FORM**  
Undergraduate Students

**INCOMPLETE** is the term used to indicate failure to complete assignments or other course work including final or other examinations, by the end of the semester. The grade of “I” (INCOMPLETE) indicates that the student has not completed the course for some unavoidable reason that is acceptable to the instructor. The deficiency must be removed and the grade changed by the instructor within the **first six (6) weeks of the next semester the student is in residence**. Whether or not the student is in residence, the deficiency must be made up within one calendar year from the date the grade of “I” was given.

**Student Instructions:**

The purpose of this form is to allow you to make a request to your instructor for an “Incomplete Grade” due to an UNAVOIDABLE REASON (medical emergency, etc.). This form must be filed with your instructor as soon as you experience the extenuating circumstances that may prevent you from completing the course by the end of the semester. You are required to submit appropriate documentation along with this form. Follow up with your instructor regarding the status of the request. (**NOTE:** This is a request; your instructor reserves the right to review the situation and make a decision.)

Student \_\_\_\_\_ J Number \_\_\_\_\_ Home Telephone \_\_\_\_\_

Cellular Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Major \_\_\_\_\_ E-mail \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Advisor’s Telephone \_\_\_\_\_

Local Mailing Address \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

**COURSE IN WHICH THE INCOMPLETE (“I”) GRADE IS REQUESTED:**

Course Department	Course Number, Section, CRN	Semester Hours	Instructor	Semester and Year

**PLEASE PROVIDE A COMPREHENSIVE EXPLANATION FOR THE REQUEST IN THE SPACE BELOW (ATTACH DOCUMENTATION):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUBMISSION OF FORM:**

*This request, along with the supporting documents, must be submitted with your instructor as soon as you experience the extenuating circumstances that may prevent you from completing the course by the end of the semester.*