



Request for a Grade of Incomplete

Student Name *(Please print)*: _____ SS# : _____

Local Address: _____

Date _____

Reason for requesting incomplete: _____

CRN	Course ID	Title	Cr.

To Be Completed by the Instructor

Work to be completed: _____

<p><u>Expiration Date for Incomplete:</u></p> <p>The incomplete must be completed by the date specified by the instructor, or the end of two years, or the student's graduation, whichever comes first. If the incomplete is not completed by the expiration of this period, a grade of F will be recorded unless the instructor stipulates a different grade. [Adopted by the faculty, September 1994]</p> <p><u>Expiration Date</u> set by the instructor (if any): _____</p> <p><u>Grade to be Recorded</u> if the course is not completed by the expiration date: _____</p> <p>If an IC is recorded, the instructor may not submit the following results to clear the incomplete: AF, AU, AW, E, IC, IP, NG, W, X or a split grade.</p>	<p><u>Repeating Courses:</u></p> <p>A Student with an outstanding incomplete in a course that is not approved as repeatable for credit may not register for the same course. The incomplete must be completed and a final grade recorded before the student may register for that course again.</p> <p>If a student with an incomplete in a non-repeatable course wishes to take the entire course over, the instructor should submit an appropriate final grade to clear the incomplete. This grade must be C- or lower, since with the exception of courses approved a repeatable for credit, only courses in which a grade of C- or lower was earned may be repeated.</p> <p>If a student registers for a non-repeatable course in which s/he has an outstanding incomplete, that registration will be changed to Audit.</p>
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The conditions and arrangements of the above have been determined by the instructor. If you have questions about any of the information above please contact the instructor.

Signature of Student **(Not Required)**

Date

Signature of Instructor **(Required)**

To the Instructor:

File this form with your official grade roster at the Office of the Registrar when grades are submitted.