



## Request for Incomplete Grade

I understand that all remaining work must be completed and submitted to the appropriate professor before the end of six weeks into the following semester or my grade will become an "F". An incomplete grade has the value of an "F" until the work has been completed.

\_\_\_\_\_  
Last Name                      First Name                      Middle                      Student ID

\_\_\_\_\_  
Course #                      Course Title                      Section                      Semester / Year

Extenuating Circumstances / Reason for Incomplete Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last Day of Attendance (required): \_\_\_\_\_

Grade at end of term (required): \_\_\_\_\_

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

\_\_\_\_\_  
Instructor's Signature                      Date

\_\_\_\_\_  
Division Chair's Signature                      Date

*Request is not valid until completed and returned to the Registrar's Office.*