

## 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: