

Semester

The deadline for requesting an Incomplete Grade is the Last Day of Instruction of the semester.

Incomplete Policy: In extenuating circumstances, a student may request an incomplete grade by petitioning the Assistant Dean of Student Affairs. If an incomplete grade is approved, the student will be granted an extension period to complete the coursework. The period of the extension will be determined by the Assistant Dean of Student Affairs but will not be greater than the end of the subsequent semester. A grade of I will be listed as a temporary grade and will not affect the grade point average. Temporary grades must be converted to a permanent grade by the end of the subsequent semester. If the work is not completed by this time, the incomplete grade of I will be changed to IF, Incomplete Failing, or an alternate grade upon approval of the instructor and the Dean of Faculty. An IF grade does affect a grade point average.

Last Name

First Name

Middle Initial

Student ID Number

Major

I request an Incomplete Grade for the following course:

Course # / Section #	COURSE TITLE	INSTRUCTING FACULTY MEMBER	

The following plan has been developed in concert with my faculty member and adviser and details what I need to do to complete the course (please be specific):

Course Grade at Time of Approved Incomplete (If Available)

Student Signature

Instructing Faculty Signature / Date

Assistant Dean of Student Affairs Approval / Date

Projected Date for Course Completion

Date

Adviser Signature / Date

Date Received:

Processed By: