

Student L# _____ Student Name _____
Last First MI

Request for Grade of Incomplete

Note: Policy requires that 75% of the course work be completed before an “Incomplete” grade can be issued. Also, completion of work to change an “I” to the grade earned must take place within one year. **Exceptions require the approval of the Vice President for Instruction.** If the work is not completed the instructor may assign a grade by turning in a Change of Grade form to Student Records.

Full Course Name Course # CRN Term Date

TO THE INSTRUCTOR: Please indicate the grade earned by the student for the coursework completed so far: _____.

Note: Subsequent adjustments or further consideration of the terms of this agreement may be made only upon consultation with and approval by the instructor or the department chairperson in the absence of the instructor. The Registrar must be notified of any such change.

TO THE REGISTRAR: This student is receiving an Incomplete in this course because:

The student understands the Incomplete will be changed to the grade earned when the student has completed the following:

TO THE STUDENT: DO NOT REREGISTER FOR THE CLASS TO CONTINUE ATTENDANCE IN YOUR COMPLETION TERM. When the coursework is complete, contact your instructor so a Change of Grade form can be submitted DIRECTLY to the Student Records Office.

Student's Signature

Instructor's Signature

Instructional Departments please turn in white copy to Student Records, yellow copy is for your records and give the pink copy to the student.