Request for Incomplete

Student’s Name: ___________________________  ID Number: ____________

Course Prefix and Number: ________________  Course Name: ________________________

Instructor’s Name: __________________________  Semester: ______________

A student may request a grade of Incomplete from the instructor of a course. However, Incomplete grades are discouraged and are granted only for serious reasons (e.g., sickness requiring medical intervention and care, a death in the family, unexpected and unavoidable circumstances which preclude the completion of work on time). The granting of an Incomplete is left to the discretion of the Dean of the School of Undergraduate Studies in consultation with the instructor, the department chair, and the Director of Academic Advising.

Please provide your rationale for requesting the grade of Incomplete below. If the request is being made for medical reasons, documentation from a doctor must be included with the request.

If this Incomplete is not converted to a letter grade by ________________, it will automatically be changed to a grade of F.

Signatures:

____________________________________  ______________________________________
Student  Instructor

____________________________________  _________________________________
Dean, School of Undergraduate Studies  Date Approved by the Dean

06/2010