



### Request for an Incomplete (I)

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Name

Student ID #

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Phone (s)

E-mail (s)

Course Number \_\_\_\_\_ Section \_\_\_\_\_

Course Title \_\_\_\_\_ Term/Year \_\_\_\_\_

Incomplete: If a student is earning a passing grade in a course, but does not complete the requirements of the course in a timely manner due to an extraordinary circumstance beyond the student's control (e.g., serious illness) that occurs within the last two or three weeks of the semester, the student may request an Incomplete (I). This *Request for an Incomplete* form must be completed and submitted to the Registrar's Office before an "I" is entered on the student's grade report.

An unchanged Incomplete (I) will become an "F" according to the date posted in the fall or spring course schedule. In extraordinary circumstances, the Chair/Dean of Undergraduate Studies or the Director of Graduate Studies, in consultation with the faculty and the student, may extend the Incomplete, but not beyond two months.

Rationale for request for an Incomplete: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Student Signature

Date

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**To be completed by the Instructor:**

All requirements to be completed: \_\_\_\_\_  
\_\_\_\_\_

Due date for completion: \_\_\_\_\_

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Instructor Signature

Date

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Department Chair or Dean

Date