Request of Incomplete Grade

I _______________________ request that I be granted an Incomplete for this course listed below because____________________________________________________________________________

________________________________________________________________________ I understand that an Incomplete is by definition an extension, and I will not be granted further time to complete my assignment(s) beyond the eighth week of the next regular semester. I also agree to abide by the published policies on Incompletes as delineated in the policy stated on the second page of this form.

Signed: __________________________ Date: ______________________

Course Dept: _____ Number: _______ Section: _____

Course Title: __________________________________________________________________________

Semester: _____Fall _____ Spring _____Summer Year:_____________________

Student Name: _______________________

ID: ____________________ Instructor: _______________________

Instructions for the removal of ‘I’

1. The following tests, materials, etc. must be completed:
   ____________________________________________________________________________

2. The final grade will be calculated as follows:
   ____________________________________________________________________________

3. The student’s grade without this work currently is calculated to be a _________

A grade of “I” is to be assigned only for an unforeseen and extraordinary circumstance or situation which would have prohibited a student from completing a minor part of a course requirement, such as the final exam, one major exam, completion of a term paper or class project, or part of the requirements of a laboratory, and the student has made a request to the instructor prior to the end of the term. In some cases, a grade of “I” can be assigned when the course constitutes an “I” based on accrediting or certification requirements.

An Incomplete earned in any given term (summer session/semester) must be removed by the end of the eighth week of classes during the next regular academic semester; otherwise, the “I” will be changed automatically to a grade of “F.”

Instructor signature: __________________________ Date: ______________

Student signature: __________________________ Date: ______________

A copy of this form must be submitted to the Chairperson of the academic unit in which the course was offered at the time the ‘I’ grade is submitted.

1/3/08 JPC