



# Incomplete Request Form

Incompletes are to be used in situations in which a student has completed most of a course, but cannot complete the rest due to last minute extenuating circumstances. This temporary grade must be replaced by a permanent grade within the first four weeks of the following semester or it will be replaced with a grade of "F".

*Please Type or Print.*

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_  
Last name First Name Middle Name

**Semester:**  Fall  Spring  Summer **Year:** \_\_\_\_\_

## Course Information:

Course	Section	Course Title

**Reason for Incomplete:** \_\_\_\_\_

**Brief explanation of how Incomplete will be resolved:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Instructor of Record

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Provost

**Completed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Registrar's Office