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:

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<th>Course</th>
<th>Section</th>
<th>Course Title</th>
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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

Updated 7/2021