



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: _____

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____
Signature of Instructor of Record

Approved: _____ **Date:** _____
Signature of School Chair

Completed: _____ **Date:** _____
Signature of Registrar's Office