



## INCOMPLETE GRADE REQUEST FORM

This form must be signed by the course instructor, and be submitted to the Registrar's Office by the grade submission date as listed on the academic calendar for each semester.

Student's Name \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Semester and Year Course Taken \_\_\_\_\_

All outstanding coursework will be completed and submitted to the course instructor by: \_\_\_\_\_ (This date cannot be more than **8 weeks** after the last day of the term. Please see academic calendar for exact dates.)

If the coursework is not submitted by the specified date, a grade of \_\_\_\_\_ will be posted to the transcript. *(Instructor Fills In Earned Grade)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:**

Students with two or more Incompletes will not be allowed to register for the next semester.