

REQUEST FOR I GRADE (EXTENSION OF TIME TO COMPLETE COURSEWORK)

Incomplete Grade Instructions

- Student requests form from the academic department.
- student completes student section.
- Student meets with the instructor of the course in which the incomplete has been requested.
- Student and instructor list the items that must be completed and decide on a deadline for completion.
- Instructor signs form.
- Student signs form.
- Student makes two copies:
 - First copy to the instructor of the course.
 - Second copy to the department that houses the course.
- Student keeps original form for future reference.

Student Section

Student's ID:			Date:		
Name:				Major:	
Course:		Section:		Semester:	
<i>I request an Incomplete for the course listed above and I understand that I must complete all remaining listed requirements by the agreed deadline, or an F grade will be assigned for this course. It will be my responsibility to contact the instructor to be sure I have completed all work. I also understand that getting an incomplete may have implications including financial aid.</i>					
Student Signature:				Date:	

Instructor Section

Instructor:		Department:		Deadline:	
Is it reasonably possible to earn a passing grade after completing missed work?				Yes	or
				No	
Instructor's Signature:				Date:	

Policy for Granting I (Incomplete) Grade

An 'I' grade may be assigned when part of the work in a course remains incomplete. It is given only at the student's request and when there is a reasonable possibility that a passing grade will result from completion of the work. The student and faculty member will mutually set a deadline for completion of the work. The faculty member will file a grade change ([instructions here](#)) when the work is completed. However, if the coursework is not completed by the last day of the following semester (excluding summer and winter terms), a grade of 'F' will automatically be assigned.

The appropriate dean may grant a semester extension of an I grade due to unforeseen family or medical circumstances and will notify the university registrar of such action. Under no circumstances will more than one extension be granted for an I grade.