



NAME: _____

ID #: _____

REQUEST FOR INCOMPLETE

➤ *An incomplete is a temporary grade.*

➤ *A request for incomplete must be submitted before the end of the grading period in the current term.*

➤ *Degrees will not be conferred with an incomplete grade.*

➤ *If a letter grade is not submitted to the Office of the Registrar within ten weeks after the end of the close of the term in which the incomplete was given, the incomplete will lapse to a grade of 'F'.*

TERM: _____ YEAR: 20_____ COURSE: _____
DEPT COURSE # SECTION

REASON FOR REQUEST: _____

 STUDENT SIGNATURE DATE

 INSTRUCTOR SIGNATURE DATE

FOR OFFICE USE ONLY

PROCESSED BY: _____
 DATE: _____