

Request for an Incomplete Grade

An incomplete grade can be requested by the student who has completed at least two-thirds of the requirements of the course and has attended at least two-thirds of the class.

*****STUDENT TO COMPLETE THIS SECTION*****

Name _____ Student ID # _____ - _____ - _____

Telephone # _____ - _____ - _____ E-mail address _____

Student's Classification (freshman, sophomore, junior, or senior) _____ Current semester hours enrolled _____

When was your last request for an incomplete grade? _____ - _____

Semester and year in which incomplete is requested _____ / _____

Course number and name in which incomplete is requested _____

Reasons for requesting incomplete – be very *specific*:

*****FACULTY TO COMPLETE THIS SECTION*****

Has the student attended at least 2/3 of the class? Yes _____ No _____

Has the student completed at least 2/3 of the required coursework for the course? Yes _____ No _____

Does the faculty recommend the student take an incomplete grade in this course? Yes _____ No _____

Date agreed upon for completion of course _____

(If later than middle of the following semester, an explanation is required)

Grade to be assigned if coursework is not completed _____ (*Faculty only*)

Faculty signature _____ Date signed _____

Student signature _____ Date signed _____

IMPORTANT NOTE: *The student must submit this form to the Office of the Vice President for Academic Affairs **at the time of request** and no later than the last day of class for the current semester or term. The VPAA is on the third floor of Harper Hall.*

Signature of Provost/Vice President for Academic Affairs _____ Date _____

_____ Approved _____ Denied

Comments: