

## REQUEST FOR AN INCOMPLETE "I" GRADE

**Student Name:** \_\_\_\_\_ **Stinger ID:** \_\_\_\_\_

A student who is doing satisfactory work and has completed a significant amount of course content but for legitimate and/or extenuating reasons, is unable to complete all of the course requirements by the end of the semester may request an incomplete "I" grade. Excluding extenuating circumstances, this request form must be completed before the official deadline to post semester grades. The process should be initiated by the student who will make an agreement with the instructor. The instructor will submit the request to the appropriate dean. The dean reviews the request and, if approved, signs and provides a copy to the student. The dean is responsible to submit the form to Records and Registration for entry into the system.

**NOTE:** *The deadline for completing the coursework and changing an "I" to a point-bearing grade is the end of the following semester (this excludes summer).*

### Part I: To be completed by the student (please print)

Course: \_\_\_\_\_  
                     Department                      Number                      Section                      Title

Reason for Requesting the Incomplete: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Part II: to be completed by the Instructor (please print) Name: \_\_\_\_\_

Specific Coursework to be completed to remove "I" grade: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Part III: to be completed and signed by the student, instructor and dean.

Agreed Date of Completion: \_\_\_\_\_ *(Must be early enough to allow for grade submission at the end of the following semester.\*)*

I agree to make up the required work according to the terms of my agreement with the instructor and realize that failure to do so within the established timeframe will result in the "I" grade converting to an "F".

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

I agree to be available to assist the student in making up this Incomplete and to make the appropriate grade change in the Records and Registration Office. Upon completion, I will notify the student of their final grade.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Any requests to extend the deadline for either completion of course requirements and/or for making the necessary grade changes in the Records and Registration Office must be directed to, and approved by, the Vice President of Academic Affairs.**