

# Request for Incomplete Grade

Records Office

**Requests for incomplete grades are always due by the end of the final day of the semester in which the course occurs.**

*Students: First, meet with the department chair of your major, program director, or if you have not yet declared a major the chair of the department of your class to discuss your request for an incomplete grade. If the chair or program director agrees that an incomplete may be appropriate they will sign an incomplete form that you must take to your faculty for final approval; at their discretion chairs may confer with your faculty. Return the completed and signed form to the Records Office.*

**PLEASE NOTE:**

- *Incompletes may only be assigned as a result of events beyond the student's control, like medical or family emergencies, which occur during the final third of the semester and interfere with a student's ability to complete assigned coursework.*
- *Students who are on academic probation may not receive an incomplete grade.*

*Faculty may set the due date for the submission of incomplete work prior to the end of the fifth week of the next semester (fall or spring), but all incompletes must be fulfilled by that date. Any incompletes for which no additional work is submitted by the deadline set by the faculty will lapse to an F.*

*Students must make appropriate arrangements with supporting departments (3D Shop, Print Shop, Media Services, Academic Services) if they intend to complete their work over the summer.*

**Student Name & ID Number** \_\_\_\_\_

**Semester/Year** \_\_\_\_\_ **Course Number and Title** \_\_\_\_\_

**Reason for incomplete grade (attach additional sheet if necessary):**

**Remaining work and due date (attach additional sheet if necessary):**

**List any academic support facilities needed:**

\_\_\_\_\_

\_\_\_\_\_  
**Department chair signature and date**

\_\_\_\_\_  
**Faculty signature and date**

\_\_\_\_\_  
**Student signature and date**