



Course Incomplete Form

First Name: _____ Middle Initial: _____ Last Name: _____

The grade of Incomplete ("I") is given in regular courses upon request of the student for personal emergencies that are verifiable.

This student has requested an incomplete for the following reason(s):

Course Number: _____ Course Title: _____ Instructor: _____

The following serves as written notification to the student of work required to complete the course:

If the student does not complete the course during the first 6 weeks following the end of the semester, the Registrar shall change the grade of "I" to an "F".

Coursework deadline: _____

Student's Final Grade: _____

Professor's Signature: _____

Academic Dean's Signature: _____

