

Form to Petition for an “Incomplete” (“I”) Grade

Important Note: Students who receive an “I” incomplete grade will **not** be eligible for the President’s Honors Award for the semester in which an “I” grade was assigned. Please use this form to request an Incomplete (“I”) grade for a course in which you are currently enrolled. An “I” can only be assigned if you are unable to fulfill course requirements due to circumstances beyond your control. An “I” grade will not be assigned if you have been missing classes or if your coursework has been unsatisfactory. **COURSE REQUIREMENTS MUST BE COMPLETED WITHIN NINE WEEKS or EARIER FROM THE START OF THE FOLLOWNG SEMESTER. The “I” will become an “F” grade if these requirements are not met. Incomplete paperwork must be submitted before the start of final exam week. Senior and Graduate students with incomplete grades are not eligible to participate in graduation.**

Each course for which the student is requesting an “I” requires a separate form.

PLEASE PRINT CLEARLY

Student Name: _____ ID: _____

Email Address: _____ Phone: _____

Course Number: _____ Section Number: _____ Course Title: _____

Reason for incomplete grade (use back of this sheet if necessary):

Work required to complete the course (use back of this sheet if necessary):

Final submission of all work due (date must be before mid-term of following semester): _____

Student signature _____ **Date** _____

Signatures below indicates approval of receiving an “I” and the work required to complete the course:

Department	Name and Signature	Date
Course Instructor		
Department Chair		
Library Staff		

FOR REGISTRAR’S USE ONLY:

Request received by (initials) _____ Date _____

Request processed by (initials) _____ Date _____