



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 EITHER WITHIN NINE WEEKS FROM THE START OF THE FOLLOWING SEMESTER OR BY THE DATE AGREED ON WITH THE INSTRUCTOR. The "I" will become an "F" grade if these requirements are not met.

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): \_\_\_\_\_

\_\_\_\_\_

A signature below indicates approval of receiving an "I" and the work required to complete the course:

Table with 3 columns: Department, Name and Signature, Date. Rows include Course Instructor, Department Chair, and Library Staff.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

FOR REGISTRAR'S USE ONLY: Request received by (initials) \_\_\_\_\_ Date \_\_\_\_\_ Request processed by (initials) \_\_\_\_\_ Date \_\_\_\_\_