

The grade "I" is given when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances. The student must have completed the majority of the coursework (typically 80%). The student must provide the supporting documentation of the extenuating circumstance. This form must be completed and signed by the student, professor, and department chair before the end of the trimester/session. The incomplete is recorded at the end of the trimester/session and will be changed to a grade soon after the established deadline. See [Incomplete Policy](#) for more information.

<b>Student Name</b>	<b>Student ID#</b>
<b>Email</b>	<b>Phone #</b>
<b>Course Title</b>	<b>Course # &amp; section</b>
<b>Semester/Year</b>	<b>Degree Program &amp; Major</b>
<b>Reason for the request of an incomplete grade</b> ( <i>Appropriate documentation is required prior to approval</i> )	
<b>Summary of work to be completed per original syllabus</b>	<b>Deadline</b>
<b>Other Instructions / Adaptations to the Syllabus:</b>	
Final grade due date (no more than 45 days from the end of the course): _____ If work is not completed by deadline, the grade to assign: _____	

*I agree to complete the work needed by the date(s) indicated above. I understand that if the work is not completed by this date, I will receive the grade I earned in the class. If I have any concerns or questions, I understand that it is my responsibility to initiate contact with the professor.*

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Section**

Student has been actively attending and has completed at least 80% of the coursework/clinical:  Yes  No  
 There is an approved or extenuating circumstance?  Yes  No

**Instructor Comments:**

\_\_\_\_\_  
 \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  Approved  Denied

**Department Comments:**

\_\_\_\_\_

**Department Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  Approved  Denied

**Office of the Registrar Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_