



- ✓ Instructors must submit this completed form to the Office of the Registrar.
- ✓ An incomplete grade will not be processed without a signed form.
- ✓ There is a \$15 student charge for each incomplete granted.
- ✓ An incomplete grade must be removed by the deadline. If it is not removed, the grade may be changed to an "F".

Student Section: Please complete in blue or black ink

Legal Last Name	Legal First Name	Student ID	Program/Interest
Phone Number	AHU Email Address	Instructor's Name	
Course Number and Section	Course Name	Credits	School Year Fall ☐ Spring ☐ Summer ☐

Reason for Request (Please attach any additional information)

Student Signature (required): _____

Instructor Section

✓ Student has been actively attending and is up-to-date-with current assignments: ☐ Yes ☐ No

✓ Student is currently passing the course: ☐ Yes ☐ No

Reason for Request

✓ Is this an approved or extenuating circumstance?(If yes, please explain below) ☐ Yes ☐ No

Canvas access and deadline information

✓ Remaining assignment(s) will be completed in Canvas (If yes, complete date range): ☐ Yes ☐ No

Deadline and Final Grade Information

✓ The student must complete the work by (MM/DD/YY – No later than the end of the following trimester): _____

✓ If work is not completed by deadline, assign the following grade to student's permanent record: _____

Instructor Comments

	☐ Approved ☐ Denied
	Signature: _____
	Date: _____

Department Chair Comments

	☐ Approved ☐ Denied
	Signature: _____
	Date: _____

Office of the Registrar Signature

Signature: _____ Date: _____