



- ✓ Instructors must submit this 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

<hr/> Legal Last Name	<hr/> Legal First Name	<hr/> Student ID	<hr/> Program/Interest
<hr/> Phone Number	<hr/> AHU Email Address	<hr/> Instructor's Name	
<hr/> Course Number and Section	<hr/> Course Name	<hr/> Credits	<hr/> School Year
			Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>
Reason for Request (Please attach any additional information) <hr/> <hr/>			
Student Signature (required): <hr/>			

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 compete 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

<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <hr/> Date: <hr/>
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Department Chair Comments

<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <hr/> Date: <hr/>
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Office of the Registrar Signature

Signature: <hr/>	Date: <hr/>
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