



Exploring Differences, Deepening Faith

INCOMPLETE GRADE REQUEST FORM

A student may request an Incomplete by filling out this form. This form must be signed by the course instructor. The completed form must be submitted to the Registrar's Office by the grade submission date as listed on the academic calendar for each semester.

Student's Name _____

Course Number _____ Course Title _____

Semester and Year Course Taken _____

A hard copy of all outstanding coursework will be completed and submitted to the Registrar's Office

by: _____ (This date cannot be more than **4 weeks** after the last day of the Fall or Spring term, or **8 weeks** after the last day of summer session.)

If the coursework is not submitted by the specified date, a grade of _____ will be posted to the transcript.
(Instructor Fills In Earned Grade)

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Please note:

Students with two or more Incompletes will not be allowed to register for the next semester.