



### Permission to Receive an "INCOMPLETE" Grade

Semester \_\_\_\_/\_\_\_\_

A grade of "I" (Incomplete) may be issued to a student who is unable to complete a course due to an unexpected EMERGENCY situation. In order to receive an "I" grade, **the student must initiate** an official "Permission to Receive Incomplete Grade" form and **provide sufficient documentation** of the situation which has occurred. The request **must** be submitted prior to final exams and is subject to the approval of the instructor(s), the Registrar and the Vice President for Student Success and Enrollment Management. An "I" grade not removed within four weeks after the beginning of classes for the next regular semester automatically converts to an "F" grade. No quality-point average can be computed for a student while any course remains incomplete.

\_\_\_\_\_  
Last Name First Name ID #

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
**Course Number and Section** **Instructor Signature** **Load Hours**

Please state your reason for requesting an Incomplete Grade and attach appropriate documentation.  
**(Note:Requests will not be processed without supporting documentation.)**

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

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Registrar's Signature Date

\_\_\_\_\_  
Vice President for Student Success and Enrollment Management Date

**To Be Completed By The Faculty Member(s):** .....

Course #: \_\_\_\_\_ Instructor: \_\_\_\_\_

Please detail/list/describe the outstanding work that must be completed by the student in order to complete the course.

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