



REQUEST FOR COURSE INCOMPLETE

Student: _____ Banner ID: _____

Course Prefix & Number: _____ Course Title: _____

Course Ending Date—(Month/Day/Year): _____

Reason for Request (completed by student):

Provision(s) for removal (completed by instructor):

Deadline for coursework to be completed: _____
(If no date given, deadline will default to that indicated in the Policy Note below.)

Student (signature) (Acknowledges acceptance of provisions)

Date

Instructor (signature)

Date

Department Chair (signature)

Date

Advising Services (signature)

Date

POLICY NOTE: If a student is unable to complete the final exam or other course work, due to unusual but acceptable circumstances, the student may request the instructor to grant an incomplete. This request must be made prior to the end of the course. Students must drop any course for which the incomplete course is a pre-requisite. Students have until the end of the following term to complete the course. A grade of an F will automatically be applied to the course after the completion deadline has passed if the faculty member submits no other grade, unless the deadline has been extended.

NOTE TO INSTRUCTOR: A copy of this contract must be filed in the Office of the Registrar. Grade Change Forms must be submitted to the Office of the Registrar within ten days of completion of coursework.