



REQUEST FOR INCOMPLETE GRADE

Section I – to be completed by student

Name _____ ID# _____ CPO _____

I request permission to receive an incomplete (I) grade in the _____ (term/year) term for
Course Department and # _____ Course Title _____

Reason for request for an incomplete grade (required)*:

Signature _____ Date _____

*If request is highly personal in nature, student may indicate so but would share details with the instructor or the Dean of Curriculum and Student Success.

Section II – to be completed by instructor

An incomplete grade may be assigned when at least 70% of the course has been completed but, for good and sufficient reason, a portion of the course cannot be completed by the end of the term. Courses in which "I" grades are assigned must be completed by the deadline agreed upon by the instructor and the student as indicated on the form (usually no later than midterm of the next regular term in which the student is enrolled) or the grade will be recorded on the permanent record as "F" or "U" or as the grade indicated on this form. **Note that instructors may set an earlier deadline for completion of incomplete work than that set by the College.**

Specify, in detail, course requirements to be met before a final grade is given (attach additional page if needed):

Deadline date by which student must submit completed work _____

Grade to be recorded for student if work is not submitted by the deadline date _____

Instructor Signature _____ Date _____