



Incomplete Grade Request Form

Return this form to the Office of the Registrar

This form is to be completed by the course instructor and turned in with the grade sheet.

Student Name _____ UIN _____

Course Information

Semester _____ Year _____ Course Prefix _____ Course Number _____

Course Title _____

Instructor Name _____

Reason for request: _____

Incomplete Agreement

Coursework to be completed:

Completion Time

The student must complete the coursework before the end of the subsequent semester in which the “I” was given, unless an extension is granted.

Extension of Completion Time

Check this box if you wish to grant an extension of the above stated time period to the student. Extensions are intended for certain extreme circumstances (serious illness, board exams, clinical experiences). Students are not allowed to graduate with a grade of “I” on the transcript.

Required Signatures

Student Date

Instructor Date

Department Head Date