NOTE: Students who have fully participated in a course during a particular block or semester and whose current work is of non-failing quality, may petition their instructor to assign an incomplete grade if for substantial reason they cannot complete required coursework. The maximum time allowed for an incomplete to be resolved is the beginning of the corresponding session of the following academic year. (Students who received an “I” in the Fall session must complete their work before the beginning of the Fall block of the following academic year; students who received an “I” in the Spring session must complete their work before the beginning of the Winter block of the following academic year.)

Please attach a letter of explanation, a plan for completing the course requirements, and any other supporting materials.

Student ID Number: ___________________________ DATE: ___________________________

STUDENT NAME: ___________________________ ___________ ___________

Course taken in:  
☐ Fall: ☐ Spring: Year: 20____

Class No. Subject Cat No. Section Instructor’s Name

__________________ ___________ ___________ ___________ ________________________________

SIGNATURE OF STUDENT:

APPROVAL PORTION TO BE COMPLETED BY INSTRUCTOR

Work is to be completed by:

Grade Default to: _____________

INSTRUCTOR’S SIGNATURE: ___________________________ DATE: ___________________________

DEAN OF FACULTY: ☐ APPROVED ☐ DISAPPROVED

DEAN OF FACULTY SIGNATURE: ___________________________ DATE: ___________________________

FOR REGISTRAR’S OFFICE USE ONLY

Registrar’s Input: ___________________________ BY: ___________________________ DATE: ___________________________