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 one year from the time the incomplete was granted.

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: ___________________________

☐ APPROVED ☐ DISAPPROVED

DEAN OF FACULTY: ___________________________ ___________________________ ___________________________

COMMENTS: ____________________________________________________________

DEAN OF FACULTY SIGNATURE: ___________________________ DATE: ___________________________

FOR REGISTRAR’S OFFICE USE ONLY

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