

REQUEST FOR GRADE OF INCOMPLETE

The grade of Incomplete (Inc) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a module (course) because of illness or other conditions beyond the student's control. Student must provide appropriate documentation along with his/her request in order to verify the illness or conditions that are preventing him/her from completing the module. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one semester from the date of the Inc mark to complete the module unless otherwise indicated by the instructor and identified below. For further details, please see the current Student Handbook.

To be completed by the student and the instructor and filed with the Registrar at the time an Incomplete grade is requested.

Name (Last, First)	ID.No	Course/Pathway	Date of Request
Local Address (No., Street)	City, Zip	E-mail	Phone
Module(s) No. 1) 2) 3) 4) 5) 6)	Title	Semester/Year	Instructor Name
Reason for Request:			
Documentation Provided:			
Student Signature:			

TO BE COMPLETED BY THE INSTRUCTOR. Be explicit in the event that unexpected circumstances prevent you from processing the Change of Grade by the agreed date.

In order to complete the module, student must complete the following work:			
Grade Earned To Date:	Date Work To Be Completed and Turned in to Instructor:	Registrar Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Approved As Modified <input type="checkbox"/> Denied	
Instructor's Signature:	Date:	Assistant Dean's Signature:	Date: