

REQUEST FOR INCOMPLETE GRADE

A grade of Incomplete may be assigned by the instructor if a student is unable to complete a definable portion of coursework. An "Incomplete" indicates that there is still a possibility of credit upon completion of future work. The student must arrange with the instructor for completion of the required work. Failure to fulfill the terms of the Incomplete contract will result in the "I" grade defaulting to an "F". Please refer to the *Catalog* for further clarification.

PRINT LAST NAME	FIRST	INITIAL	STUDENT ID
DEPT. AND COURSE NO.	SECTION	UNITS	SEMESTER AND YEAR COURSE TAKEN

REASON FOR REQUEST: _____

STUDENT SIGNATURE DATE

INSTRUCTOR: Please complete this section, attach original to your grade roster (DO NOT STAPLE), give second copy to student and retain third copy for your files. After the terms of the Incomplete contract have been fulfilled, you are responsible for submitting a change of grade form to the Office of the Registrar. A grade of "F" or "NC" will be recorded if the work is not completed and grade changed within a year. Faculty who wish to extend the original time limit up to a maximum of one year may do so by filing the appropriate form with the Registrar.

A GRADE OF "I" WILL BE ENTERED ON THIS STUDENT'S GRADE REPORT, SUBJECT TO UNIVERSITY REGULATIONS. THE "I" WILL BE REMOVED WHEN THE CONDITIONS OUTLINED BELOW HAVE BEEN SATISFIED, BUT NOT LATER THAN _____
Month Day Year

THE CONDITIONS ARE: _____

INSTRUCTOR SIGNATURE DATE

ASSISTANT CHAIR SIGNATURE (Nursing Only) DATE

Forward White Copy only - Office of the Registrar

Yellow Copy - Student

Pink Copy - Instructor

Gold Copy - Nursing Area Office