



**STUDENT INFORMATION**

Student Name:		Date:	
Student ID Number:		Track:	X <input type="checkbox"/> N <input type="checkbox"/> ZZ <input type="checkbox"/>

**COURSE INFORMATION**

I, the undersigned, request to take an Incomplete for the following course in the time period:

**Requested Action:**

Request for Incomplete

Course ID # \_\_\_\_\_ Due Date for Incomplete \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor Name \_\_\_\_\_

**Term**

**Year**

Fall \_\_\_\_\_

Winter \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Please list any other Incompletes you have taken this academic year.

**Maximum of 3 incompletes per academic year (fall through summer):**

1. \_\_\_\_\_
2. \_\_\_\_\_

Student must submit request for an incomplete to the instructor on or before the original course work due date.

Instructor will sign the form and record a grade of "I" on the grade roster.

DJA or HMC students must submit completed work with a Grade Change Form to the instructor no later than four weeks prior to the end of the following quarter.

If final work is not submitted within the required time period, a failing grade will be issued. The final recorded grade on the transcript will reflect "I" plus the grade in the course (i.e. IA, IB, etc.).

**Students in the hybrid programs may take no more than three incompletes per academic year (fall –summer).**

**Required Signatures:**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Instructor Date

Revised 8/2019