Incomplete Grade Request

Instructions: This form is to be used by undergraduate or graduate students who wish to request an incomplete grade. An incomplete grade may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect. All course work must be completed within 60 calendar days of the term or semester in which the incomplete grade was given or the incomplete grade will automatically be changed to a failing grade. Return complete form with all signatures to the Registrar's office.

Please Print Clearly

Full Name: ___________________________________  Student ID Number: ______________________________

Program Director: _______________________________  Degree: _______________________________

Semester: ___________________

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Section</th>
<th>Course Title</th>
<th>Professor's Signature</th>
<th>Date Signed</th>
<th>Current Grade</th>
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</thead>
<tbody>
<tr>
<td>Ex SCI 101</td>
<td>Ex A</td>
<td>Ex. Biology I</td>
<td>Ex. Professor's Signature</td>
<td>Ex 10/10/2018</td>
<td>Ex B</td>
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Explanation: ________________________________________________________________

Required Signatures (must be signed in the following order):

Student:__________________________________________________________

Signature_________________________Date_____________________

Office of Academic Affairs:__________________________________________

Signature_________________________Date_____________________

Registrar:_______________________________________________________

Signature_________________________Date_____________________

OFFICE USE ONLY

Entered by: ___________________ Date: __________