Request for an Incomplete (I) Grade

Any student requesting a grade of Incomplete (I) for a course must complete and return this form to the instructor. This completed form must accompany the grade sheet when grades are submitted to the MSASS Registrar in Suite 121.

All incomplete grades not completed by the end of the subsequent semester will revert to an “F” grade by the instructor.

Student’s Name: ____________________________________________
Emp I.D. #: __________________________
Today’s Date: __________________________

Student is requesting an incomplete for: __________________________
Course Number and Course Name

Reason for incomplete:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Indicate work that needs completion:
____________________________________________________________________________________
____________________________________________________________________________________

Student will complete the course by: __________________________
Date

A grades must be submitted no later end of the following semester

Student’s Signature (indicating agreement): __________________________
Instructor’s Signature (indicating approval): __________________________

Please note both signatures are required on this form in order to process the incomplete.

<table>
<thead>
<tr>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By ________</td>
</tr>
<tr>
<td>Grade to be submitted by the end of the Fall / Spring / Summer (circle one) ___ Semester</td>
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</tbody>
</table>