



Request for Grade of Incomplete

The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one semester to complete the course work unless otherwise specified by the instructor.

Name: _____ ASUN ID/SSN: _____

Address: _____ City, State, Zip: _____

Phone: _____ E-mail: _____

Course ID: _____ Course Name: _____

Reason for Request :

Proposed Completion Date: _____ Student's Signature: _____

To be completed by the Instructor: Be specific

Student must complete the following work:

Grade Earned to Date: _____ Grade to be awarded if work not complete: _____

Date to be completed and in possession of Instructor: _____

Instructor's Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____

Final Action:
1. Student completed coursework: Date: _____ Grade: _____
2. Student did not complete coursework: Date: _____ Grade: _____
Instructor Response Attached: