



### 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 coursework 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: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Action:
Student completed coursework: Date: \_\_\_\_\_ Grade: \_\_\_\_\_
Student did not complete coursework: Date: \_\_\_\_\_ Grade: \_\_\_\_\_
Instructor Response Attached: