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 140.

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 __________  Date __________</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>