



## 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.**

|   |            |
|---|------------|
| <b>For Office Use Only</b>  |            |
| Received By _____   | Date _____ |
| Grade to be submitted by the end of the Fall / Spring / Summer ( <i>circle one</i> ) _____ Semester |            |