



## 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 for review and signature. This completed form must be submitted to the Mandel School Registrar.

All incomplete grades not completed by the end of the subsequent semester will revert to an "F" or "N/P" by the instructor.

Student's Name

SIS ID # (1234567)

Today's Date (mm/dd/yyyy)

Instructor's Name

Course Number

Semester

Year

Reason for incomplete:

Indicate course work that needs to be complete by:

**Student will complete all course work by (mm/dd/yyyy)**

**THE INCOMPLETE MAY NOT EXTEND BEYOND THE END OF  
THE SUBSEQUENT SEMESTER**

Student's Signature (typed signature indicates agreement)

Date (mm/dd/yyyy)

Instructor's Signature (typed signature indicates agreement)

Date (mm/dd/yyyy)

**Please note both electronic signatures are required on this for in order to process the incomplete**

For more information regarding the incomplete process please refer to the Mandel Student Handbook