



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 121.

All incomplete grades not completed by the end of the subsequent semester will revert to an **“F”** grade by the instructor.

Student’s Name: _____
 I.D. #: _____
 Today’s Date: _____

Student is requesting an incomplete for: _____
Course Number and Course Name

Reason for incomplete:

Student will complete the course by: _____
Date

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.

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