FORM for REQUESTING AN INCOMPLETE (I)

Should you need to petition for an Incomplete(I) for a course, you must complete and return this form to the RAQA Office before the last class meeting (failure to meet this deadline will result in an automatic "F" for the course).

- Please complete and sign the top portion, then ask your instructor to complete and sign the bottom.
- All sections must be completed for the form to be approved.
- Assignments are due within 30 days of the last class meeting, or the "I" is converted to an "F" and cannot be changed.
- An academic hold is placed on the student's account until the Incomplete is finished.

To be completed by the Student:

Name:______________________________________________ Tuid:________________________
Course number and title:__________________________________________________________
Semester and year: ___________________________ Section:_________ CRN:________________
Reason for Incomplete:____________________________________________________________________
Automatic Default Grade if specified work is not finished by the deadline indicated on this form:______F____
Date material will be completed**____________(List a specific date that does not exceed 30 days from the last class meeting.
Student Signature:**________________________________________ Date:________________________

To be completed by the Instructor:

Instructor's Name:______________________________________________________________
Number of Classes Attended by the Student:____________________
Score(s) earned by the student in course (specify each grade for midterm, homework, papers, etc.):
____________________________________________________
____________________________________________________
____________________________________________________
Specific details of course work the student must finish to complete all course requirements:_______________
____________________________________________________
____________________________________________________
Faculty signature:________________________________________ Date:________________________
Approval of Director of Graduate Studies or Assistant Dean (required for Approval of Incomplete):
________________________________________ Date:________________________
Academic Hold Placed on Student's Account:__________ (Date) Date the Incomplete Converts to an F:____________________

**By signing this form, you agree to finish the Incomplete by the stated deadline. Failure to do so results in an automatic "F." All Incompletes must be completed within 30 days from the date of the last class meeting. If there are extenuating circumstances for an extension, the student is required to submit a new Incomplete Form with documented evidence for the additional 1-month extension.