College of Adult & Professional Studies Incomplete Grade Request

A student may request an “Incomplete” grade if the majority of the coursework is completed, but some assignments are delayed for reasons of illness or emergency. Request is made by submitting this form to the professor, agreeing to the conditions set forth by the professor, and receiving their written approval.

Student Name _____________________________________________________________

Last First Student ID #

Course Number ________________ Course Title __________________________________

Year/Semester __________/ ________ Professor __________________________________

- The student must submit this form to the professor before grades are submitted for the class for which they would like an incomplete grade. Failure to do so may result in an “F” for the course.
- The student is responsible for retaining a copy of the syllabus, the approved “Incomplete” request form, course textbook(s), and copies of returned graded assignments.
- The professor will need to export and keep a copy of the Discovery grade book.
- If all incomplete work has not been turned in and graded prior to the last day of the following semester, the grade will administratively be changed to an “F.”
- Either an “I” for incomplete or an “F” grade may have an impact on continued financial aid eligibility.

Course Completion Plan: (Fill out as applicable)

1. Extended accessibility for the course’ Discovery site is needed: ☐ No ☐ Yes! Until ______________
2. Access to course Panopto recordings are needed: ☐ No ☐ Yes! Until ______________
3. Written Assignments to be made up & due dates (Attach separate sheet if needed):

______________________________________________
______________________________________________

4. Class Make Up Date __________________________

Class Make Up Procedure:

a) Present a copy of this form to professor.
b) Professor signs, dates and assigns class participation grade as appropriate.
c) Student returns form to the original course professor.

Attendance Date ________________ Class Participation Grade ____________________

Professor Signature ________________ Class Make Up Date ____________________

Course Completion Deadline ____________ / ____________ / ____________

Professor’s Signature ___________________________________________ Date __________

Student’s Signature ___________________________________________ Date __________