

Student & Course Inform	<u>ation</u>			
Student ID	Last Name	First Name		Middle Name
Course Prefix & Number	Course Title		Course Director	
Semester and Year	_			
Reason for Incomplete G	rade:			
assigned by the course di 1. be in good acade 2. have a justifiable	rector. In order to be eligentic standing (earning a	gible for an incomplete grad passing grade), and	e, the student mu	rade of Incomplete (I) may be st: military deployment) for not
Exact requirements to co	mplete course and receiv	ve a final grade (to be compl	eted by Course Di	rector):
Specified date of complet	ion if other than catalog	date:		
Course Director Signature	2	Date		
Assistant/Associate Dean	Signature	Date		
	PROCEL	DURE FOR INCOMPLETE GRA	ADE REQUEST	

- 1. The student obtains an Incomplete Grade Request form from the SBS Executive Director of Student Academic Services, completes the student information section, and submits it to the Course Director.
- 2. The Course Director completes and signs the form and sends it to the respective Assistant/Associate Dean for approval.
- 3. Once approved by the Assistant/Associate Dean, a copy is sent to the SBS Executive Director of Student Academic Services, and the completed form is submitted to the Office of the Registrar for grade entry.
- 4. The Registrar enters the grade of Incomplete into EIS along with the date the grade of "I" must change to a passing grade. If a grade change has not been processed by this date, the grade of "I" shall change to an F (failing).