

## REQUEST FOR AN INCOMPLETE GRADE (I) IN GRADUATE COURSEWORK

Graduate students in the department may be granted permission to receive a grade of incomplete in one graduate level course per semester provided that the following conditions are met:

- (1) Each request must be made in writing by filling out an official "Request for Incomplete form.
- (2) The request must be approved by the professor teaching the course and the Director of Graduate Studies as evidenced by their signatures on the "Request" form.
- (3) The request must be approved and filed with the department no later than the last class day of the academic period in which the incomplete grade is being sought.
- (4) Students who request incomplete grade acknowledge responsibility for making up their work in accordance with the following Graduate School regulation:

A student has 30 days from when grades were due (for the semester in which the I was given) to complete the coursework for a grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F.

Name of student: \_\_\_\_\_

Course in which incomplete grade is requested: \_\_\_\_\_

Semester and year course was taken: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Course Instructor) (Director of Graduate Studies)

I hereby accept responsibility for completing the work assigned in this course within the applicable time limit specified by the above stated Graduate School regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Student Signature)