

INCOMPLETE GRADE APPROVAL FORM

This part is to be filled by the student and verified by the course instructor. The form must reach the College Council before the beginning of the final exam period. Please refer to the *Incomplete Coursework* section of the undergraduate catalog for applicable rules.

Student's Name		ID Number	
College		Department / Major	
Academic Advisor		Semester/Year	
Total Earned Credits		Current Semester Credits	
Academic Status	Clear	Probations []	Critical Academic Standing
Cumulative Average		Last Semester Average	
Reasons to request an Incomplete Grade (claims must be supported by evidence)			
Signature		Date	

Recommendation of the Instructor	Approve	Do Not Approve
Justification		
Signature		Date

Recommendation of the Department Chairperson	Approve	Do Not Approve
Justification		
Signature		Date

Decision of the College Council	Approve	Do Not Approve
Justification		
Signature		Date

This form must be received by the Registrar's Office before posting the course grades.