Instructor Deadline—Grade Due to Registrar
(May be no later than the grading deadline of the semester one year later)  Alternate Grade
(Leave blank for U)

COURSE COMPLETION REQUIREMENTS TO AND FOR THE STUDENT

STUDENT DEADLINE—Date work due to the Instructor

You have been issued an Incomplete grade for the course identified in this form. All outstanding coursework must be submitted to your instructor by the STUDENT DEADLINE to avoid expiration of this Incomplete grade. You are responsible for adhering to this deadline and may, if needed, request a one-time extension as instructed on the registrar’s website. Until a grade is recorded for your enrollment in this course, you may not register in another offering of the same course, even if the course is taught by the same instructor.

Student’s Signature (optional)  Date

For Office Use Only

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