

Request for Incomplete Grade

The instructor approves, where appropriate, the Requests for Incomplete Grade form and emails the approved copy to the Registrar's Office by Friday, the week of the 5th for the 6-Week Term, or the 7th week for the 8-Week Term. All students must contact their advisor first to request an Incomplete. No incomplete form will be logged without a note forwarded from the Academic Advisement Center.