



Incomplete Grade Request Form

The Incomplete grade (I) indicates that a student registered for course credit, but has not submitted all coursework required for a quality grade.

Please see below for the criteria and process to request an Incomplete grade:

- The request for an Incomplete must be initiated by the student.
- The faculty member will determine the validity of the request and approve or deny the Incomplete grade request using this form. The faculty member will outline outstanding coursework and completion deadline.
- If approved, the faculty member will submit an "I" grade to the Registrar's Office.
- The completed form is kept on file within the department.
- Students borrowing federal loans should contact the Graduate Financial Aid Office to determine how a grade of "I" will impact borrowing eligibility.

Please see our divisional [Incomplete and Registered Coursework Policy](#) for more information.

Student's First and Last Name:

UCID:

Course Number and Title:

Instructor:

Term and Year:

Reason for requesting an incomplete:

Coursework to be completed:

Deadline for completion:

For Instructor:

Approve

Deny

Student signature: _____ Date:

Instructor signature: _____ Date: