

GRACE UNIVERSITY
OFFICE OF THE REGISTRAR

REQUEST FOR GRADE OF "INCOMPLETE"

Any student wishing to receive a temporary grade of "Incomplete" in a class is required to submit this completed form to the Registrar's Office, with the instructor's signature, before the last day of the class. Incompletes may be granted for a period of up to one month, during which time a grade of "I" will be assigned. If all work is not completed within this time, the grade listed below by the instructor will be assigned. **It is the student's responsibility to file all paperwork, acquire the instructor's signature prior to the last day of the class, submit this form to the Registrar's Office, and pursue the completion of the course work.**

There is a \$25.00 fee for each Request for "Incomplete" form submitted.

Student Name: _____ Student ID Number: _____

Mailing Address: _____

City, State, Zip: _____

Semester: _____ Year: _____

I request an "Incomplete" for the following class:

<i>Class no.</i>	<i>Class Name</i>	<i>Instructor</i>
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Reason for extension: _____

Student Signature: _____ Date _____

This form may not be submitted electronically. Return completed form to the Office of the Registrar, 1311 South 9th Street, Omaha, NE 68108. Questions about this policy and procedure may be directed to the Office of the Registrar at 402.449.2838.

Office Use Only

Deadline for submitting remaining work: _____ / _____ / _____
(not to exceed one month past last day of class)

Remaining work which may be submitted by student: _____

Grade without completion of remaining work: _____

Faculty Signature: _____ Date _____

Registrar Signature: _____ Date _____

This form is not complete or binding unless it bears all three signatures