



Request for Temporary Grade of Incomplete	
To: Associate Dean for Academic Affairs	
Student Information	
Name:	Semester:
PID:	
Degree (check one):	<input type="checkbox"/> BSIS <input type="checkbox"/> MSIS <input type="checkbox"/> MSLS <input type="checkbox"/> PhD
E-mail:	
Course Number:	Course Title:
Course Instructor:	
Work to be Completed:	
Anticipated Date of Completion:	

Course Instructor Signature

Date

University policy states that the grade of IN must be changed no later than one calendar year from the end of the current semester's grading period. A student must be registered during the term in which the work required to complete the course is submitted. As per graduate school policy, incompletes are no longer allowed to be assigned to Masters Paper (992) or Dissertation (994) hours.

The policy on incomplete grades, established by SILS faculty action, allows a student with six hours of IN to register for no more than three credit hours and prohibits a student with nine hours of IN from registering for further coursework until the number of incomplete credits is reduced to less than nine.

Student Signature

Date