



OFFICE OF THE REGISTRAR Request for Incomplete (I) Grade

Student Name			Student ID Number	
CRN	Course Prefix	Course Number	Course Title	Sem. Hrs.
Instructor		Department		College

From the A-State bulletin:

A grade of "I" (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of the student, or serious illness or death in the family, or extended research projects at the graduate level. Procrastination, pressure of work in other courses, or work not connected with the student's school load are not satisfactory reasons for an "I" grade.

Reason for Request:	Class work yet to be completed:
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Deadline for Completion (if earlier than the default end of the next semester) **Date:** _____

NOTE: All work must be completed and the instructor must submit an "Official Grade Change Form" to the Office of the Registrar by the end of the next regular semester. If not, the "I" will become an "F". *This form does not have to be completed for theses or dissertations. The grade will not become an "F" for theses or dissertations.*

NOTE: Students receiving SCHOLARSHIP and/or FINANCIAL AID should check with the Financial Aid Office to see how the "I" grade will affect your aid eligibility for the following semester.

NOTE: Students should NOT formally enroll in the same class again

Signature of Instructor: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

Signature of Chair: _____ **Date:** _____

Please print/sign and deliver to the Office of the Registrar [OR](#)
Type name above and submit electronically (must come from astate.edu email) by clicking here 