

INCOMPLETE GRADE



IMPORTANT: ALL fields below are REQUIRED. The form will be returned if incomplete.

Student name: _____ ID#: _____ Campus: _____

Degree program: _____

Course information:

Term: _____ Year: _____ Course number: _____ Section: _____

Please be aware that receiving an Incomplete in a course is a privilege granted to students when very specific, documentable circumstances have made it impossible for them to complete the course within the time allotted, such as illness, family tragedy, or similar difficulty.

Reason for incomplete grade:

Work necessary to complete course:

Note: Deadline cannot exceed the end of the following term. If the instructor does not submit a grade change to the Registrar's Office by the end of the following term, the grade will automatically be converted to "F" or "NC" depending on the grading type of the course. Please be aware that academic absences do not extend the deadline for completion. See catalog for more information.

Deadline to complete work: _____

Student signature / date (print or eSign)

For administrative use only:

By signing below, I confirm that student has completed 75% of the course requirements and is on track to receive a passing grade or better.

Instructor name (Please print)

Instructor signature/date (print or eSign)

Please submit the completed form to registrar@alliant.edu for processing.

For Registrar's Office use only:

Processed by: _____