



Incomplete Grade Request Form

Today's Date: _____ Course Location: _____ Country: _____

Lecturer granting "I" Incomplete: _____

Student requesting "I" Incomplete: _____

Course Number and Title: _____

The student must complete all assignments listed below by this date: _____
(This date cannot exceed 90 days from today)

If these assignments are not completed by this date the "I" becomes an "F" unless the lecturer named above can demonstrate to the Academic Dean or Principal that another grade would be more adequately suited to this situation.

The student will complete ALL of the assigned work below in order to get a passing grade from this course:

Lecturer Signature: _____ Student Signature: _____

Administration Approval: Y/ N _____