



Request for Incomplete

This form must complete and include the signature of the professor of the class. All forms must be submitted to the Registrar by **5:00pm on the last day of final exams each term**. Requests for Incomplete will not be accepted after this time.

Student Portion:

- (1) Complete the student portion of the form.
- (2) Submit the form to the professor for signature confirmation of a passing grade in the course.
- (3) Submit completed form to the Records Office for approval. An "I" grade will not be issued to the student until this form is received and processed by the Records Office.

Name: _____ Student ID (not SS#): _____ Semester: _____

Course Number, Section, & Title: _____

Professor's Name: _____

Reason for request (attach an additional page if needed): _____

Assignments to be completed before grade is to be issued: _____

I understand that it is my responsibility to see that the assignments listed above are completed in a timely manner. If they are not completed **within seven weeks** of the first day of the subsequent semester, I understand that I will receive a grade of "F" in the course. Specific deadline dates are listed on the Richmont Academic Calendar.

Student Signature: _____ Date: _____

Professor Portion:

The signature below is to confirm that the student listed above currently has a passing grade in this course and that I approve of this Request for Incomplete. I understand that the student's final grade must be submitted to the Records Office within seven weeks of the end of the semester.

Professor Signature: _____ Date: _____