

## Incomplete Grade Request Form

Complete this form and return it to [registrar@allianceu.edu](mailto:registrar@allianceu.edu)

**SUBMISSION DEADLINE:** One week before the end of the class in question.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Term: \_\_\_\_\_

Course: \_\_\_\_\_  
Dept. / Number / Section (e.g. BIB123.NA) Title

Reason for request:

*(Extensions for late work are granted solely due to circumstances clearly beyond the student's control. Instructors are not required to grant extension requests.)*

Prolonged Illness (supporting documentation may be requested)

Other circumstances beyond your control (please list below)

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### REQUIRED SIGNATURES

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The grade is due back to the Registrar 30 days AFTER the last day of the class

Note:

- The incomplete grade will be entered when the form is received in the Registrar's Office.
- Incomplete grades are calculated as an F on the student's GPA until the grade is replaced.
- The grade is due from the professor on the date noted above. The student should contact their professor to determine the date work is due.
- The student should contact their professor to ask for access to e360 to complete their work during the extension time.
- Grades not received after the due date will eventually be changed to an F on the student's record.