



Request for Incomplete Grade

Student Name _____ AU Student ID# _____

Course _____ Term _____ Instructor _____

A grade of "I" (Incomplete) must be requested by a student when some extenuating circumstance beyond the student's control prevents the completion of all course requirements on time. The student makes the request in writing to the instructor with supporting documentation attached, who must approve the request before a grade of "I" can be assigned. The Request for an Incomplete Grade form must be completed and uploaded into Workday through the Create Request task prior to the end of the last day of classes for the term or semester. If a grade of "I" is granted, the work must be completed within 30 days following the end of the academic term in which the "I" was requested. Otherwise, a failing grade will be recorded.

Forms submitted with missing or incomplete information will not be accepted and returned to the student.

Grades must be submitted in Workday through the Change Grade for Student task.

Dates of Absence	Circumstances	Course Work Missed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: The grade for the course must be entered into Workday within 10 days of the date below or the grade will be recorded as "F".

Date work to be completed by student _____

Student signature _____ Date _____

Instructor signature _____ Date _____

Dean signature (college/school that houses course) _____ Date _____

Date received by Registrar _____ Received by _____

Final Grade _____ Instructor signature _____ Date _____