

Incomplete Grade Request

To be eligible for an "I" grade the student must have completed at least 60% of the required assignments for the course and there is a reasonable expectation that the student can pass the course based on the remaining available point values.

To request an incomplete grade, the student completes sections I and II and sends the form to their instructor. If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy of this form to the student and the Registrar (registrar@muih.edu). This form will not be accepted from the student.

If the work for the Incomplete is not finished, the "I" grade will be converted to an "F". Please see the Request, Approval and Contract for Grade of Incomplete Grade or Clinic Course Policies for additional information

Section I	Student P	ersonal Information				
Student ID		Name			Date	
0 1 1	D 11					
Section II	Request t	or Incomplete to be complete	eted by student			
Course#	Course	Name		Section		
Reason for Request (use an additional page if needed and provide documentation)						
Student Sign	ature					
Otadent Signature						
	Instructo	r /Faculty Approval and desc	ription of work to	be completed	(Use 2 nd page if	
necessary) Additional work required to complete the course						
, taattoriai ii	on roquire	a to complete the could				
Instructor Sig	gnature		Request Approve	ed 🗆	Completion Deadline:	
			Request Denied	П		
Will the stude	ent need to	o utilize Canvas in order to com		g work?	□ Yes □ No	
			,			
DENIED REQ		the feaulty member about not	futha atudant withi	n and wook Fo	aultu ahauld daaumant tha	
If the request is denied, the faculty member should notify the student within one week. Faculty should document the rational for denied request or other information if applicable in the following section:						
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Section III- Continuation of Faculty Approval and description of student work to be completed:							