



**REQUEST FOR GRADE  
OF INCOMPLETE**  
(RO-06/26)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 [registrar@glenville.edu](mailto:registrar@glenville.edu)

**STEP 1: Student completes top section of form and submits request to class instructor.**

Student Name: \_\_\_\_\_ GSU ID #: \_\_\_\_\_

- Graduate Student (If checked, Director of Graduate Studies signature will also be required.)  
 I am on the prospective graduation list for the current term. *(By checking this box, I understand that I must complete the outstanding coursework no later than 30 days after the end of the semester indicated below to remain on the prospective graduation list.)*

I am requesting a grade of Incomplete in the following class:

CRN-Subject-Course-Section: \_\_\_\_\_ Credits: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Justification for requesting a grade of Incomplete: **(required)** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: Student and class instructor meet to discuss request.**

Outstanding coursework: (check all that apply)

- Final Exam  Regular Semester Exam  Term Paper  Other: (specify below)

Outstanding coursework must be completed by:

- No later than the end of the following semester (per policy)  Earlier date: \_\_\_\_\_

***The student and I have discussed and agreed on the arrangements of this request.***

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  Denied

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: When coursework is completed, the instructor must complete and submit a "Grade Change Request" form to change the grade of "Incomplete" to the grade earned by the student.**