



**Graduate School
Request for an Incomplete Grade**

PLEASE PRINT

Student Name: _____ USF ID#: _____

Course Number and Title: _____

Professor Name: _____ Academic Year & Term: _____

Reason for request: _____

Course requirements to be completed: _____

INCOMPLETE GRADE POLICY

All Incomplete grades are given a deadline of no more than eight weeks after the last day of the semester. If no grade is submitted or an extension is not requested, the Registrar's office is authorized to change the Incomplete to an F.

If an extension beyond eight weeks is needed, the student will be required to make a request in writing to the faculty member supervising the course. The faculty member is responsible for determining if the request is acceptable. If an additional extension is granted, the faculty member must notify the Registrar's office. If no grade is submitted before the start of the next term the Registrar's office is authorized to record an F for the course.

Deadline for course completion: _____

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Program/Department Chair Signature: _____ Date: _____

Copies to: Graduate School Registrar Instructor Student

(10/16/2012)