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Davis&Elkins College
LEADING THE WAY

Application for Incomplete Grade

(Please submit a separate form for each request)

To request a grade of 'I' for a course, the student completes Part I and submits the form to his or her instructor. If the instructor agrees to allow a grade of incomplete, he or she then specifies the conditions for completing necessary coursework in Part II, returning a copy to the student and submitting the original to the Registrar's Office.

PART I

Name_____ Student ID# _____

Course ID _____ Course Name _____ Term _____

Reason for Incomplete (Attach supporting documents, if necessary)

Student's Signature _____ Date _____

PART II

Incomplete Assignment(s)

Date by which student will complete above assignment(s) _____

Date by which instructor will file updated final grade for the student _____

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Review/Approval

This request is: Approved: _____   Disapproved: _____

Comment:_____

_____   _____
Registrar's Signature   Date

Registrar's Office Processing: Initials: _____   Date: _____
Copies Sent to: Advisor: _____   Student: _____
(Revised 10/2020)

Final Course Grade

_____   _____   _____
GRADE   Instructor's Signature   Date