

INCOMPLETE FORM

**University of Arkansas at Little Rock
College of Humanities, Arts, Social Sciences, and Education**

DATE _____ New Incomplete Extension Request

STUDENT NAME _____

TrojanID # _____ Undergraduate Graduate

COURSE NAME _____

NUMBER _____ SECTION _____ CRN _____

FACULTY _____

DEPARTMENT _____

SEMESTER _____ YEAR _____

1. Have you applied for graduation this semester? YES / NO
If YES, all requirements needed to change the grade of "I" to a letter grade **MUST** be completed on or before the date of graduation. The date of commencement for this semester is _____. If the "I" is not removed by this date, you must reapply for graduation for the next semester.
2. If you have NOT applied for graduation this semester, you have until the day grades are due at the end of the next semester (undergrad) or 1 year (graduate), from the end of this semester to convert the grade of "I" to a letter grade. After that time, the "I" will automatically convert to an "F".

REASONS FOR INCOMPLETE:

WORK TO BE COMPLETED:

DATE FOR ALL WORK TO BE COMPLETED _____

FACULTY SIGNATURE _____

*STUDENT SIGNATURE _____

** I acknowledge that I have read and understand # 1 and # 2 above.*

DEPARTMENT CHAIR ACKNOWLEDGEMENT _____