



# AZM UNIVERSITY

## REQUEST & APPROVAL FOR "INCOMPLETE" GRADING

Name ..... ID# .....  
Last First Middle

Faculty ..... Major ..... Semester/Year .....

Lecture .....  
Course# Time Course Title

Instructor's Name: .....

The mark of "In" (Incomplete) is Not a course grade. An excessive number of incompletes may affect both the academic standing of students and their eligibility for financial aid. Students whose semester record includes an Incomplete are not eligible for the Academic Distinction list.

Reason and conditions for Incomplete: .....

Student's Signature: ..... Date: .....

Dean's Comments: .....

Approved ..... Denied .....

Dean's Signature: ..... Date: .....

Removal of Incomplete: To be completed by instructor and submitted to the Registrar's Office.

Work is to be completed by: .....

Instructor's Signature: ..... Date: .....