REQUEST FOR AND AGREEMENT TO CLEAR
A SCHOOL OF PUBLIC HEALTH
INCOMPLETE GRADE

The UAB Incomplete Grade Policy states that a temporary grade notation of "I" for incomplete may be requested by the student prior to the end of the term and submitted at the course master's discretion due to unforseen circumstances that effect the student's ability to complete course requirements. **Students requesting consideration of an "I" grade must discuss with the course instructor, and agree upon a plan and a schedule for, completion of course requirements. It is the students responsibility to initiate this discussion, assure completion of this form and return it to the Office of Student and Academic Services.** If no permanent grade is reported by the end of the subsequent term, an "F" will be automatically assigned to replace the "I". Extension of "I" grades my be granted only upon written request of the course instructor to the associate dean for academic affairs.

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_____ _____
STUDENT NAME STUDENT NUMBER

I would like to request an "I" grade for the following class:

_____ _____
COURSE PREFIX/NUMBER COURSE TITLE

_____ _____
TERM AND YEAR OF COURSE COURSE MASTER

I understand that the terms for clearing the "I" Incomplete grade are:

_____

_____

_____

_____

_____
DEADLINE FOR CLEARING INCOMPLETE
(Must be by the end of the next term)

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_____ _____
SIGNATURE OF STUDENT SIGNATURE OF COURSE MASTER

_____ _____
DATE DATE

* OSAS (Original) * Course Master * Student