



Before filling out this form please watch this video on [Filling out the form and Sharing it with your Course Coordinator.](#) [Incomplete Form Instructions](#)

Student Name:	
Date:	
Course Coordinator:	
Specialty Track & Class #:	

Student Instructions:

- Consult the syllabus to determine if you are eligible for requesting an incomplete grade. Consult with the Course Coordinator as needed.
- Share this form with **Edit Permission** with the **Course Coordinator** no later than midnight EST on the last day of the term. (See video instructions above) Forms not completed in their entirety and late submissions will be denied. *If taking an Incomplete for more than one course, fill out a form for each course.*
- Please rename the file to include your full name and course number. (e.g. "PC707 LastName FirstName Incomplete.")

Course Coordinator Instructions:

- If approved, Share the Incomplete Petition with View Access to the Student and incompletegrades@frontier.edu. This will notify the coordinators of Canvas.
- Submit the "I" grade in Self-Service before the end of the final grading period (one week after the term ends). Please note, if the "I" grade is not recorded the student will not maintain access to the course in Canvas during the incomplete period.

Term and Year	Course #	Course Title
Reason for Request:		

Assignments and Exams to be completed	Completed by:

I plan to have this course completed by	

I understand the following FNU policies regarding a petition for an incomplete grade:

1. *If approved, I will be charged an incomplete fee that must be paid before I register for courses the next term.*
2. *The incomplete deadline is the 30th day of the following term as publicized in the FNU academic calendar.*
3. *An incomplete grade is a temporary grade that converts to an F if all course requirements are not completed by the deadline.*
4. *I will proceed to work on my next term courses as I finish the work from my incomplete course.*
5. *Per the AH policy, I am not allowed to do any coursework, submit any assignments or take any examinations while on AH. The incomplete deadline for students on AH is the 30th day of the term following the return from AH.*
6. *I have read the section on "Incomplete Grade Policy and Procedure" in the Student Catalog.*

Student Signature: **by typing your name constitutes a digital signature.*

Student Signature: <i>*by typing your name below constitutes a digital signature.</i>

Decision of Course Coordinator: (Check one)

Approve:	<input type="checkbox"/>	Deny	<input type="checkbox"/>
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Reason for Denial:
Course Coordinator Signature: