

INCOMPLETE REQUEST

Student Name: Suzy Q Public

Course: ENFL 207 Section #: 01 Semester/Year: Spring 2007

Date: 5 1 1 0 7

I request that I be assigned an Incomplete, "I" grade, for the above course. I understand that I have 4 weeks into the following semester (excluding summer) to complete and submit the required coursework to the instructor. If I fail to do so, I will receive a grade of F for the course.

Student's Signature: Suzy Q Public Date: 5/1/07

Instructor's Signature: Sally Success Date: 5/1/07

White Copy: Academic Records Office

Yellow Copy: Student

Pink Copy: Instructor