GALEN UNIVERSITY | Office of the Registrar
▪ Tel: (501) 824 - 3226

Incomplete Grade Form

Full Legal Name: _____
Last Name First Name Middle Name

Student ID No.: _____ Telephone: _____

Course Code: _____ Course Name: _____

Faculty Name: _____

Semester and Year: _____

Explanation and Plan: _____

A student with an incomplete that continues into the following semester will be charged an Administrative Fee for the course(s) with the incomplete. ALL incompletes must be *completed no later than* ***5pm on the 10th day of the new semester***. If the course is not completed by the end of the 10th day of the following semester, the incomplete grade will automatically be converted into an "F". **No extensions will be granted.**

_____ _____
Student Signature Date

_____ _____
Faculty Signature Date

_____ _____
Provost Signature Date

An administrative fee of $300.00 will be charged for all incomplete work submitted.
Failure to meet the designated deadline will result in a grade of Failure "F."

FOR OFFICIAL USE ONLY	
Finance Office	**Registrar's Office**
Processed By: _____	*Processed By:* _____
Date: _____	*Date:* _____