When initiating an Incomplete Grade Request form, please fill in your student information first.

Once you have filled out your student information, click to sign.

Next, it will prompt you to assign the next participant. The next participant is your instructor.

In the box provided please type in your instructor’s first name, your instructor’s last name, then their email address making sure there are no misspellings.
Once you fill in your instructor’s name and email, click on next.

Next, it will prompt you to enter your email address to sign. Please type in your email address and click to sign.

Once you click to sign, you are all done.