

INCOMPLETE GRADES

Student Name: _____ **SS#:** _____

Course: _____ **Semester/Session:** _____

When an "I" grade is assigned as an incomplete grade, the student must have completed the major portion of the course work. Indicate below the work remaining (e.g. final exam, term paper, reports, etc.):

Grade to Date: _____ **Deadline for completion** (up to 4 months maximum): _____

The instructor is responsible for filling out the Incomplete Grades Form.
A grade of "I" is calculated as an "F" grade on the student's transcript.

The student is responsible for making arrangements with the instructor to complete the course's requirements.

In case some other instructor is asked to grade the remaining work to be completed, please indicate below the value to be given to each of the work remaining items listed above:

When a course is not completed by the deadline for completion, the grade "I" remains as a permanent grade and is calculated as an "F" grade. **ALL COURSES MUST BE COMPLETED WITHIN THE FOUR MONTHS FROM THE DATE THE INCOMPLETE GRADE WAS RECORDED.**

Student Signature: _____ **Date:** _____

Instructor Name: _____ **Date:** _____

Instructor Signature: _____