

TERM: _____

DATE: _____

INCOMPLETE GRADE FORM

Student Name: _____
Last First Middle

PID#: _____ Course No/Sec: _____

The instructor is responsible for filling out the Incomplete Grade Form.

The "I" grade or Incomplete Grade, will be granted only in extraordinary circumstances (as defined in the catalog and/or department) and only when the student has completed the major portion of the course work during the term.

Indicate below work remaining to complete the course: (e.g. final exam, term paper, reports, etc.):

Grade as of today: _____ **Deadline for completion** (up to 4 months maximum): _____
All courses must be completed within the four (4) months from the date the incomplete grade is recorded.

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" will remain on the student's transcript and will be computed as an "F" grade. The "I" grade will remain on the student's transcript unless the instructor requests the grade to be changed to an "F" or the Incomplete grade is extended with special approval by the Vice President for Instruction and Student Services.

Student Signature: _____ Date: _____

Instructor Name: _____ Date: _____

Instructor Signature: _____

Form is available online and must be printed for signatures.

After all signatures are obtained this document may be scanned and submitted via email to the Office of the Registrar for processing.