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Incomplete (I) Grade Form

PURPOSE: This form is used to assign an incomplete (I) grade.

POLICY: The 'I' grade is given at the discretion of the instructor to a student who has been unable to fully complete the course requirements by the end of the term. (For example: the student missed the final exam or needs to turn in a paper, etc.) When the student completes the course requirements and the instructor submits a grade change, the 'I' grade is changed to a final grade for the course. If the student fails to complete the course requirements by the end of the next regular semester, the 'I' grade will become an 'F' grade.

In the event of student illness or other emergency, the faculty member may explain the requirements for complete the course to the student via phone or email. The faculty member must make a notation of this form in lieu of the student's signature, and a copy of the form must be sent to the student.

Student: _____

ID: _____

Course Number and Section: _____

Semester: _____

Instructor: _____

Course Requirements that need to be completed (Please include percentage of final grade that each requirement represents):

Tests (please specify type): _____

Other Assignments (research papers, projects, labs, etc.): _____

Special Provision, if applicable: _____

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Office Use Only

Revised 9/26

Date Processed: _____
Processed By: _____