



Grade of Incomplete Form

Instructions:

This form is to be filed whenever a grade of Incomplete (I) is assigned. Original should be sent to the student’s academic dean. When all signatures are present, copy of the form should be given to the student and another sent to the department/school. Send the original to the Office of the Registrar.

University Policy:

- The grade of Incomplete (I) is given only when a student’s work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an “F” or “W.” A grade of “PR” is not to be used for this purpose.
- The instructor assigning the grade will stipulate in writing, at the time the grade is given, the conditions under which the “I” may be removed.
- The grade of “I” will remain on the record until the faculty member submits a new grade. After one calendar year, **“I” grades will change to a grade of “F.”**
- This form must be submitted prior to the end of the semester for each grade of “I.”
- If a student repeats the course, the appropriate grade will be given for the second registration and the Office of the Registrar will replace the “I” with an “R.”

The grade of Incomplete will be assigned to:

Name of student: _____ Student ID: _____

Course CRN: _____ Semester/Year: _____

Instructor: _____

A grade of Incomplete is justified for the following reasons:

The following information should be detailed and specific. Use reverse side if necessary. For example: Student must take final by a specific date; must submit a report by a specific date; or must repeat the course, etc. **The work to be completed consists of the following:**

After the work has been completed, the instructor should transmit the new grade on a “Change of Grade” form to the student’s academic dean who will then send the form to the Registrar. If the instructor is no longer with the University, the Department Chair/School Director may act for the instructor.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Chair/Director Signature: _____ Date: _____

Academic Dean Signature: _____ Date: _____

Course is a Degree Requirement: Yes ...No ..

Updated 03/03/2014