

# INCOMPLETE GRADE FORM



Assigning a grade of an "I" means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work.

The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from "I" to an "E". Please attach any necessary exams, quizzes, or assignments the student must complete in order to finish the course.

Name of Student: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Reason for incomplete grade:

Work to be completed-exam, term paper, etc. (Note: make-up exams, should be attached.)

Instructions for grading and making make-up work if instructor in unavailable. (Please be specific.)

Instructions for compiling course grade if instructor in unavailable. (Please be specific.)

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO REGISTRAR'S OFFICE COMPLETED WITH ATTACHMENTS**

**OFFICE USE ONLY AFTER COURSE IS COMPLETED:**

Date Completed: \_\_\_\_\_ Records Personnel: \_\_\_\_\_ Sent to FA Office \_\_\_\_\_