



GRADE OF INCOMPLETE FORM

Instructions:

This form is to be filed with the Graduate School whenever a grade of Incomplete ("I") is assigned.

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/her control, has not been completed. It is not given in lieu of an "F, W" or a low grade. A grade of "PR or CR" 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 record until the faculty member submits a new grade.
- This form must be submitted with the grade change form assigning the "I".
- The "I" grade will not be approved by the Graduate School unless the Incomplete form is submitted.

The grade of Incomplete will be assigned to:

Name of Student _____ Student ID _____
Course, Number & Section _____ Semester/Year _____
Instructor _____

A grade of Incomplete is justified for the following reason(s):

The work to be completed consists of the following:

This information should be detailed and specific. Use reverse side if necessary. For example: Student must take final by a specific date; must submit report by a specific date.

After the work has been completed, the instructor should transmit the new grade on a "Change of Grade" form to the Graduate School 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

Graduate School: Yes ☐ No ☐

Date