



INCOMPLETE GRADE FORM

University Policy on Incomplete Grades

An incomplete notation may be given to a student who is passing but has not completed a term paper, examination, or other required work for reasons beyond the student's control other than the lack of time. The notation of "I" indicates that work in a course is satisfactory but incomplete (certain work is postponed by the student for substantial reason with the prior consent of the instructor). This work must be completed by the last class day of the next regular (fall or spring) semester. If the student completes the required course work by the completion date the instructor will fill out a Change of Grade form to change the "I" to the appropriate grade.

Part I: TO BE COMPLETED BY STUDENT:

A# _____ Last Name _____ First Name _____
☐ Fall _____ ☐ Spring _____ ☐ Summer 1/I _____ ☐ Summer 2/II _____

CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	Title	Professor/Instructor

I hereby request the notation of an Incomplete Grade for the course listed. I understand that if the work identified below is NOT completed by the completion deadline the "I" will be converted to a grade of "F" through an administrative action by the Registrar's Office.

Please provide a brief explanation of the circumstances supporting your request for an incomplete grade:

Student's Signature: _____

Date: _____

Part II: TO BE COMPLETED BY PROFESSOR/INSTRUCTOR:

The student named above must complete the following requirements on or before the deadline stated below to remove the grade of Incomplete ("I") that has been assigned for this course. (*Deadline may NOT exceed the last class day of the next regular fall or spring semester*)

Student's Current Course Grade	Requirement(s) Completion Deadline

Requirements to be completed and/or additional comments:

PLEASE NOTE: For **dual credit students**, once an Incomplete grade is changed, a numerical grade will be assigned in accordance with institutional grading policies. Faculty must include the corresponding numerical grade when submitting a Change of Grade request form for an incomplete grade. Please indicate if the student is enrolled as a dual credit student to ensure proper grade reporting.

Instructor's Signature: _____

Date: _____

Dean's Signature: _____

Date: _____