Incomplete Grade Form

An incomplete (I) grade is given in a course by the instructor to a student who, because of illness or other circumstance beyond the student’s control, has not been able to complete course requirements on time. The student must be doing passing work when the “I” is given. A grade of “I” becomes an “F” if the course requirements are not met within the time allotted by the instructor, not to exceed six months.

Student ID #: ____________________ Student Name: ________________________________

Course Number & Section: _______________________________________________________

Course Title: ________________________________________________________________

Term & Year: ________________________________________________________________

Reason for incomplete:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Course Elements Remaining to Complete:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Date to be completed: ______________________

Signature of Course Instructor ______________________ Date ______________________

Signature of Division Chair ______________________ Date ______________________

Internal Use Only

- Grade Sheet Noted
- Academic Standing Checked

Hard copy to student: ______________________ Date ______________________

Hard copy to Faculty Advisor: ______________________ Date ______________________