

Incomplete Grade Report Form

A grade of I (incomplete) may be reported if, in the instructor's judgment, a student is unable to complete the work of the course within the semester due to unusual or extenuating circumstances.

Incompletes are only appropriate if most of the work has already been completed and the student is able to complete by the end of the succeeding semester (excluding Summer Sessions) the remaining requirements with a minimum of faculty supervision.

The instructor will indicate on the Incomplete Grade Report all the work to be completed, the deadline for completion, and any default grade. Copies of this form will be given to the student and forwarded to the department chair. The original will be retained by the instructor.

If by the date grades are due for the semester, the instructor has not assigned a grade for the course or has not notified the Records Office in writing of an extension of the deadline for completion, the I grade will change automatically to an F or to the default grade indicated.

Student Name

Student ID#

Course Title

Course Number

Instructor

Default Grade:

Semester/Year

Deadline for completion:

Conditions for Completing the Incomplete:

Faculty Signature

Student Signature

Date