

# Incomplete Grade Form

An "I" (incomplete) grade 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 shall not give an "I" grade when the reason for incompleteness is unsatisfactory.

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 a change of grade from "I" to an "E".

*(Please print or key information)*

Instructor \_\_\_\_\_ Semester/Year \_\_\_\_\_

Student's Name \_\_\_\_\_  
*(First) (Middle) (Last)*

Student's ID Number: \_\_\_\_\_

Course ID Number \_\_\_\_\_ Course Number/Dept. \_\_\_\_\_  
*(4 or 5 digit PeopleSoft Number) (i.e. 101ENG)*

Credit Hours \_\_\_\_\_

Brief Statement of the reason(s) for recording an incomplete grade:

Provide an adequate guide for removal of the incomplete grade:

If applicable, provide the stipulation of a lesser amount of time than one year to complete the incomplete grade:

\_\_\_\_\_  
*(Instructor's Signature)*

A copy of this form must be submitted to the registrar's office **and** to the appropriate division chair. In the instructor's absence, the division chair shall forward to the registrar's office the appropriate letter grade to replace the incomplete grade.

*Implementation Spring 2004*

