

Student's Name _____
Last First Middle ID Number

Dept. Prefix _____ Course No. _____ Section _____ Semester _____ Year _____

INSTRUCTIONS FOR USE

This form must be filled out and signed by the instructor when an incomplete grade (I) is given to a student. The department will distribute the copies as follows:

1. Original filed with the Department Chairperson
2. A copy for the student
3. A copy for the instructor's records

FOR REASONS BEYOND HIS/HER CONTROL THE ABOVE STUDENT WAS UNABLE TO COMPLETE THE REQUIRED WORK TO RECEIVE A GRADE IN THIS COURSE AND I HAVE SUBMITTED AN INCOMPLETE ON HIS/HER GRADE REPORT. UPON COMPLETION OF THE WORK LISTED BELOW A GRADE WILL BE SUBMITTED. IF NO GRADE IS SUBMITTED WITHIN ONE CALENDAR YEAR THE REGISTRAR WILL CHANGE THE I GRADE TO F. (RULE 90H)

Instructor's Reason for Awarding Incomplete "I": Grade _____

Remaining Work To Be Completed For Student to Receive Grade _____

X _____
Instructor's Signature