

## Incomplete Grade Form

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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 \_\_\_\_\_

<b>Internal Use Only</b>	
◇ Grade Sheet Noted	Hard copy to student: _____ Date _____
◇ Academic Standing Checked	Hard copy to Faculty Advisor: _____ Date _____