Incomplete

Assignment of the grade “I” is made only in exceptional circumstances and requires the instructor to file with the academic dean an outline of the work to be completed and the time span (no longer than one calendar year) allowable for completion. In no case may repetition of the course be assigned as work to be completed. If the work has not been done at the end of the specified time, the “I” will be changed to an “F.” A student may not enroll in a course in which he/she has an unresolved grade of “I”.

Date: ____________________________

Name of Student ____________________

Student No. _______________________

Address: ____________________________

Zip: ________________________________

Telephone: __________________________

Call No. ____________________________

Department __________________________

Subject & Course No. __________________

Semester / Year ______________________

Justification: __________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Condition(s) for Removal of Incomplete: __________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Completion Date: ______________________

Student Signature ____________________

Date _________________________________

Instructor Signature ____________________

Date _________________________________

Chair of the Department offering the course: __________________________

Date _________________________________

Dean Signature: __________________________

Date _________________________________

xc: 1. Instructor
   2. File Copy (file copy 2 with grade change on completion)
   3. Student – via Instructor
   4. Dean

(rev: 02/2014 mg)