INCOMPLETE GRADE FORM

(Student completes top of form and signs, requests instructor complete and sign, then takes form to appropriate division office. Dean signs, scans completed form and emails to student, faculty and registrar.)

The "I" grade is to be used only for verifiable unavoidable reasons when a student is unable to complete a course within the normal course time.

To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member assign the "I" grade and indicate why it is warranted.

The faculty member assigning an "I" grade must complete the section below stating (1) the reason for assigning the grade; (2) the specific work to be completed and its percentage in relation to the total work of the course; (3) the date by which the work must be completed; and (4) the default grade (B, C, D, F, P, R, or U) based upon course work already completed. The A grade may not be awarded as a default grade. Completion dates may not be set beyond the subsequent semester (to include summer term).

TO BE COMPLETED BY STUDENT

Student's Name: _____
Last First MI

Student EMPLID Number: _____ Semester/Year _____

Email address: _____

Course Name: _____ Course Number: _____
(example: English 111) (example: 51623)

Reason for requesting "I" grade: _____

_____

_____

TO BE COMPLETED BY FACULTY

List documentation provided by student to support "I" grade request: _____

_____

_____

Work to be completed by student: _____

_____

_____

Date by which student work is to be completed: _____

Default Grade (grade to be awarded if agreed coursework not completed within indicated time frame):

Circle one**:** B C D F ("A and "W" grades not available. Use mitigating circumstance form if appropriate for "W". If no grade indicated final grade will default to "F".)

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Dean's signature: _____ Date: _____