

# Information Statement for Grade of Incomplete

Instructors are required to file this form in the Office of the Registrar for each student receiving an INCOMPLETE.

*Special conditions must be met before issuing an Incomplete grade.* Please note the following University policy:

## Incomplete Grades

A grade of I (incomplete) indicates that a student has done work of a passing grade in a course but has failed to complete some portion of the course because of an **emergency condition**. With each grade of I the instructor must file a special report concerning the circumstances and the required action to remove the I. The letter "I" should be entered on the grade roster. Incomplete grades are changed to F unless the required work is completed within the prescribed time limit. For undergraduate students, this limit is one semester. For graduate students, it is one year. If the student completes the work before the time limit expires, the instructor should notify the Registrar to change the grade by filling out a change of grade form. This procedure is also to be followed when a PR grade is to be changed.

NAME OF STUDENT \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

NAME OF INSTRUCTOR \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_

SEMESTER AND YEAR IN WHICH COURSE WAS GIVEN

( )	Fall	_____
( )	Spring	_____
( )	Summer	_____

COURSE TAKEN FOR LETTER GRADE ( ) OR FOR PASS/FAIL ( )

**Please give the specific deadline date.** \_\_\_\_\_

After this date the incomplete grade will automatically be changed to an F.

REASON FOR GIVING INCOMPLETE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT MUST THE STUDENT DO TO REMOVE THE INCOMPLETE AND HAVE IT CHANGED TO A LETTER GRADE? (For example, work to be turned in, examinations to take, projects to be completed, reports to be filed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have made this student aware of the deadline for completing this course and the specific requirements for course completion.**

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date