Request and Conditions for Grade of (I) Incomplete

Name of Student ____________________________________________________________

Student ID _______________________________________________________________

Course assigned the grade of "I" _____________________________________________

Semester and Year enrolled _______________________________________________

University Policy Regarding Incomplete:

Grade of I (Incomplete). The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I is not removed during the specified time, a grade of F, U or N as appropriate is automatically assigned. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I.

Portion of requirements that have been completed and grades assigned so far:

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The following work must be completed to remove the Incomplete:

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________________________________________________________________________

Date that completed work is due: ____________________________________________

Instructor __________________________________________________________________

Date _______________________________________________________________________

Student ____________________________________________________________________

Date _______________________________________________________________________

Student signature indicates that s/he understands and will abide by the University Policies appearing above.

Complete three (3) copies of this form:

(1) Instructor, (2) Student, (3) Departmental Office