



# Incomplete Grade Form

## STUDENT

_____ Last Name	_____ First	_____ M.I.	_____ SPIRE #
_____ Major			_____ Year of Graduation

## Course

_____ Department	_____ Class Number	_____ Semester/Year
_____ Course Title	_____ Instructor	

## UNIVERSITY POLICY:

Students who are unable to complete course requirements within the allotted time because of severe medical or personal problems may request a grade of *Incomplete* from the instructor of the course. Normally, *Incompletes* are warranted only if a student is passing the course at the time of the request and if the course requirements can be completed by the end of the following semester. Instructors who turn in a grade of “*Inc*” are required to leave a written record consisting of items one through five (1-5), below, with the departmental office of the academic department under which the course is offered.

## INSTRUCTOR'S REPORT:

1. Percentage of work completed: \_\_\_\_\_
2. Grade earned on completed work: \_\_\_\_\_
3. Description of work that remains to be completed:
4. Description of method by which student will complete work:
5. Date by which work is to be completed: \_\_\_\_\_

_____ Signature of Instructor	_____ Date	_____ Signature of Student
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*Note: Grades of Incomplete will be counted as F's until resolved and will, if not resolved by the end of the following semester, automatically be converted to an F. Faculty wishing to extend this deadline must write to the Registrar stipulating a specific date by which the Incomplete will be completed.*