

## Report of Incomplete Grade in an Undergraduate Level Course (To be completed and filed by the Instructor)

Student's Name \_\_\_\_\_ T# \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Reasons (beyond the student's control) for awarding Incomplete "I" grade:

Identify requirements to be met for grade to be awarded and to remove "I" grade:

Deadline: \_\_\_\_\_

Comments:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

An incomplete, or grade of "I," is assigned when a student's performance has been satisfactory, but for reasons beyond the student's control, he/she has not been able to complete the course requirements during the course term. *The student will complete the requirements to remove the "I" grade by the date agreed above. However, the time duration agreed upon will not exceed one calendar year or until the time of graduation, whichever comes first. During this time period the "I" grade will be excluded from the calculation of the student's QPA.* If the "I" is not removed within the required time limit, it remains on the student's record permanently and is treated as an "F" in calculating the student's QPA.

***Copies of this completed form should be sent to the departmental office and the Dean's office at the time of recording the "I" grade. The student should also be provided a copy.***