ISSUANCE of GRADES
of INCOMPLETE

**INSTRUCTIONS:** The instructor completes one copy of this form for each grade for I (incomplete) given. The form is submitted to the Registrar when grades are due at the end of the term. Refer to the policy statement on the reverse.

<table>
<thead>
<tr>
<th>PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name: ____________________________</td>
</tr>
<tr>
<td>Last</td>
</tr>
<tr>
<td>Course Number: __________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recorded: I</td>
<td>Issued: ☐ Spring 20___ ☐ Summer 20___ ☐ Fall 20___ ☐ Winter 20___</td>
</tr>
</tbody>
</table>

List the reason(s) for issuing the I grade (attached medical excuse or other documentation if appropriate):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Attach a written plan for completion of the course work that must be completed by the student or list the plan here:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**Circle the final grade to be recorded if the student should not fulfill the course work as specified:** (circle one)  

A B C D F

Instructor Please Print Name: ____________________________

Instructor’s Signature: ____________________________ Date: ____________

Students Please Print Name: ____________________________

Student’s Signature: ____________________________ Date: ____________
I- Incomplete — This is a temporary grade to be given only when the instructor believes that the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangement with the instructor of legitimate excuse is not a justification for a grade of I.

When the instructor submits the grade of I to the Registrar, it must be accompanied with a formal, written plan for the student to complete the course requirements and the appropriate letter grade that would be assigned if the plan were not completed by the student in the time specified. In the event that a student is assigned a grade of I without such a plan, the I will automatically convert to an F at the end of the next regular semester. The plan for the student to complete the course requirements shall be drawn up by the instructor with the acquiescence of the student. Unless otherwise stated in the written plan, it is assumed that work will be completed prior to the end of the next regular semester. When the plan has been completed by the student, the instructor shall recalculate the grade to be assigned for the course and submit this new grade to the Registrar according to established procedures. A request for an extension of time in the plan to complete course requirements must be initiated by the student prior to the deadline of the plan on file in the Office of the Registrar. The student must present suitable documentation to the instructor indicating that circumstances above and beyond his/her control persist or new circumstances of that nature have developed. It will be granted only upon approval of the instructor and the Dean of the appropriate College.

*An extension of time may be granted, provided the student makes a request and if circumstances above and beyond the control of the student continue beyond the end of the semester or when new circumstances of this nature occur. If the instructor agrees to an extension of time for removal of the incomplete, the instructor will submit RO #135 Request for Extension of Time for Removal of the Incomplete Grade.