

Report of Incomplete Grade

Instructors must complete this report for each student receiving a final semester grade of Incomplete ("I") and distribute copies as designated at the bottom of the page.

Student's Name		Student ID or SSN		
Address		City	State	Zip Code
Phone		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer 20 _____
Course Title		Course No.	Synonym	Section
Instructor				Phone

Indicate which of the following circumstances justifies the "I" grade:

- 1. Student completed course requirements for an "I" but did not complete requirements for a credit grade.
- 2. Other _____

Indicate as specifically as possible what the student must complete to receive a credit grade in this course. (List units, papers, tests, etc., in the blanks below.)

Note to instructor: An "I" cannot be carried on a student record beyond the established date in the academic calendar. The student's work completion date is determined by the instructor, but may not be later than the final withdrawal deadline in the following semester. The *Grade Change Request* form, changing the Incomplete to the final performance grade earned, must be submitted to the Admissions and Records department prior to the final withdrawal deadline of the following semester to prevent the automatic conversion of the "I" to an "F".

All work must be submitted for grading by this date: _____
(Instructor fill in.)

It is the student's responsibility to know and adhere to this deadline.
All course requirements and procedures apply to incomplete grades.

Instructor's Signature

Date

Student's Signature
(If unavailable, mail copy to student)

Date

Instructor is responsible for distributing copies as indicated below.

DISTRIBUTION: WHITE -- Department Chair, CANARY -- Instructor, GOLDENROD -- Student