



Student ID A	NAME: LAST	FIRST	MI	DATE (mm/dd/yyyy)
Department	Prefix	COURSE	Number	Section #
SEMESTER TAKEN				_____ YR
___ Fall ___ Spr ___ Sum I ___ Sum II				
Reason for Incomplete Grade: (Please be specific):				
<p>A grade of "I" is assigned for <u>one</u> reason only: failure of a student to complete a vital portion of a course (final examination, paper, etc.) because of a situation beyond the student's control. Additionally, the automatic "W" deadline must have already passed. If the automatic "W" period has not expired, the student should be advised to withdraw from class rather than assigning an Incomplete.</p>				
<p>What percentage of the required course work has the student completed? _____%. Please provide details.</p>				
<p>What is the grade average of the completed work? _____</p>				
<p>Please indicate what work should be completed by the student for the "I" grade to be removed. Be specific and include a definite deadline for completion of work.</p>				
<p>If the above requirements are not met by (Date) _____, a permanent grade of _____ will be assigned.</p>				
<p>_____ Student Signature</p>		<p>_____ Instructor Signature</p>		
<p>_____ Date</p>		<p>_____ Date</p>		