I am assigning a grade of “Incomplete” to ____________________________
(Student’s Name and ID#)

in __________________________ for the __________________________ due to
(Course Department, Number, and Title) (Semester/Year)

______________________________________________________________________________

The student will have 60 calendar days from the last day of final exams ________________
(Date of Last Final Exam)

to complete the work required in the course. Upon completion of the course, I will notify the Registrar
in writing of the grade earned. If the student does not complete the required work within the 60 day
time limit, the “I” will be changed to an “F” by the Registrar.

________________________________________
Student Signature Date

________________________________________
Signature of Instructor Date

Approved By:

________________________________________
Dean Date

Please outline plans for completing the course:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Incomplete Grade Policy

A grade of “Incomplete” is assigned only in instances where work is not completed because of serious illness, accident,
death in the immediate family, etc.

Before an “I” grade can be given, the appropriate form must be completed and approved by the faculty member, the
division chair, and the dean of the College of Arts and Sciences. Courses in which a student receives a grade of “I” must be
completed within 60 calendar days from the last day of finals exams; otherwise the grade becomes an “F.” The
responsibility rests with the student to complete the work within the allotted time.

The grade of “I” does not count as credit hours earned and may in some circumstance influence a student’s eligibility for
financial aid.

Revised August 2015