



INCOMPLETE GRADE FORM

This form is to be completed for any student receiving an "I" (incomplete) grade. An "I" may be assigned when a student has persisted through the course and has completed at least 90% of the requirements for passing the course or when the instructor has determined extenuating circumstances exist. The work for the "I" grade must be completed, and a grade assigned "A, B, C, D, F" no later than the end of the next semester. A student must resolve an "I" grade within the time frame specified by the instructor, but must be completed by the end of the following semester, or the grade of "I" will automatically be changed to an "F".

Student Name: _____ Student ID #: _____

Student Phone Number: _____ Course Name /Section #: _____

Semester/Year: _____

Required Completion Date (*no later than the end of the next semester*): _____

Please give a detailed description of the work to be completed: _____

Please note that upon student's completion of work, it is the instructor's responsibility to submit a Change Grade Form to Student Success. The instructor should also upload this completed incomplete grade form to AVISO and submit a copy to their Department Head.

Student's Name (please print) Signature/Date

Instructor's Name (please print) Signature/Date