

**Instructor: Please deliver this form to the Registrar, Kathryn Hall 309  
for approval before recording an Incomplete grade**

The grade of Incomplete represents work which through no fault of the student has not been finished by the close of the semester. It is assigned in case of illness and emergencies of similar urgency beyond the control of the student. It cannot be used for students who in the normal course of events have failed to complete class assignments. (Academic Affairs Administrative Handbook, Sec. 304.)

An Incomplete grade is to be requested by the instructor, using this form. It requires the approval of the Registrar, which will be granted in the circumstances described above.

When an Incomplete is authorized, the student is responsible for completing the remaining course assignments, as specified below by the instructor, no later than the end of the next regular (Fall or Spring) semester. When the student has completed the assignments, the instructor will report the final grade to the Recorder, in writing.

If the incomplete work is not completed and the instructor has not assigned a final grade by the deadline, the grade of "Incomplete" will become the grade indicated below by the instructor.

Student's Name \_\_\_\_\_ Advisor \_\_\_\_\_

Instructor \_\_\_\_\_ Term \_\_\_\_\_

Course prefix \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_

What percentage of the work of the course has the student already completed? \_\_\_\_\_

Please give specifics of completed work (papers, exams, projects, etc.) \_\_\_\_\_

\_\_\_\_\_

What specific work remains to be completed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work is to be completed by the end of the \_\_\_\_\_ term, 201\_\_\_\_.

or by (date) \_\_\_\_\_ (no later than end of next regular semester)

If the work is not completed by that deadline, what final grade would you award, based on work

already completed? \_\_\_\_\_

Signature of instructor \_\_\_\_\_ Date \_\_\_\_\_

Approved by Registrar \_\_\_\_\_ Date \_\_\_\_\_