

Undergraduate Incomplete Grade Reporting Form

The faculty member assigning an "I" grade for a student in an undergraduate course must file this Incomplete Grade Reporting Form and submit it to the Associate Dean/Director of the student. The form should be submitted at the time the Incomplete grade is assigned. The student and faculty member should each retain a copy.

Name	Student ID#	Student's College	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course/Section	Title	Semester	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Incomplete: Health Other (Please explain)

Assignment(s) to be Completed

(Attach a second sheet as needed)

Grade reflecting quality of work submitted at this point:

(a range may be selected by choosing 3 consecutive grades)

(Please check)

Deadline by which all work is to be completed:

(This may not exceed 140 days from the end of the semester in which the class was held. There is a formal process for requesting extensions, not to exceed one year from the original end of the semester: see Undergraduate Catalog and the Incomplete Extension Form.)

Name of Faculty Member:

Signature of Faculty Member _____ **Date:** _____

Signature of the Student: _____ **Date:** _____

(If obtaining the signature of the student is not practical or possible, the faculty member should indicate how the student requested the Incomplete and how the above information has been communicated to the student.)

Phone Email Other (Please explain):

Submit completed form to the Associate Dean/Director of the student