

I Grade Form

Current policy:

“A student who fails to complete work in any course due to authorized absence caused by illness or emergency may receive a grade of incomplete (I). The grade may not be assigned for simple failure to submit required work. It may not be awarded as a result of class cuts, regular leave, or detached service.

Faculty, when assigning a grade of “I” shall complete the I Grade Form and email it to the student and the Registrar’s Office.”

1. Reason that the “I” grade is being assigned.

2. Work that the student must still complete.

3. Deadline for the student to submit the work, but no later than the first day of classes of the following semester which includes the first summer session.

3. Grade that is to be assigned by the Registrar’s Office if the faculty member receives none of the work specified above, from the student.

Student Name

Student ID (“A” number)

Course number and section

Faculty Member

Date