Assignment of the grade “I” is made only in exceptional circumstances and requires the instructor to file with the academic dean an outline of the work to be completed and the time span (no longer than one calendar year) allowable for completion. In no case may repetition of the course be assigned as work to be completed. If the work has not been done at the end of the specified time, the “I” will be changed to an “F.” A student may not enroll in a course in which he/she has an unresolved grade of “I”.

Date:______________________________        E-mail:_________________________________

Name of Student ________________________  Student No. ______________________

Address:______________________________________________________________

Zip: __________________________ Telephone:______________________________

Call No. ___________  Department ___________  Subject & Course No. ___________  Semester / Year ___________

Justification:____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Condition(s) for Removal of Incomplete:____________________________________

________________________________________________________________________

________________________________________________________________________

Completion Date:______________________________

Student Signature ______________________ Date __________  Instructor Signature ______________________ Date __________

Chair of the Department offering the course:________________________________ Date __________

Dean Signature:_________________________________________ Date __________

xc: 1. Instructor
   2. File Copy (file copy 2 with grade change on completion)
   3. Student – via Instructor
   4. Dean

(rev: 02/2014 mg)