

Incomplete Grade Form

This form is to be completed by the course instructor when an incomplete ("I") grade is assigned for a particular course. The intent of this optional form is to clearly outline the expectations associated with the assignment of an incomplete grade. Please complete, print (see "Print Form" button above), acquire the appropriate signatures, and distribute copies as noted at the bottom of this form.

Last Name		First Name			UIN	
UIS Email*	@uis.edu Semester		Year	Course Referen	nce Number (CRN)	
Course Prefix	Course Number		Course Section		Credit Hours	
Reason for Inc	complete grade (be specific):					
	ge of the required course work has the student ould be completed by the student for the "I" g		% ?			
What is the de	adline date for all work to be completed?	Per	manent grade assig	ned if work not c	ompleted by required d	ate.
If the requirements noted are not met by the deadline, a Grade Change Form must be submitted by the instructor to the Office of Records and Registration assigning the permanent grade listed above; otherwise, the previously issued provisional grade will be automatically assigned after one year.						
Student Signat	ure		Date			
Instructor's Sig	nature		Date			
Original: Instructor						
Copies (distrib Student I	uted by the Instructor): Dean					
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