



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 Reference Number (CRN)

Course Prefix Course Number Course Section Credit Hours

Reason for Incomplete grade (be specific):

What percentage of the required course work has the student completed? %

What work should be completed by the student for the "I" grade to be removed?

What is the deadline date for all work to be completed? Permanent grade assigned if work not completed by required date.

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 Signature

Date

Instructor's Signature

Date

Original:
Instructor

Copies (distributed by the Instructor):
Student Dean