

INCOMPLETE GRADE JUSTIFICATION FORM

INCOMPLETE GRADE: A grade of “I” is given under exceptional circumstances for course work which is qualitatively satisfactory but, for reasons beyond the student’s control, cannot be completed. An instructor does not initiate the awarding of the Incomplete.

All work must be completed before a date specified by the instructor, which, under no circumstances, will be later than the last day scheduled for final examination during the next regular semester. The course work must be completed under the guidance of the original instructor by the date specified even if the course is not offered, the instructor is not in residence, or the student is not enrolled in the University. A grade of “F” will be awarded automatically if these requirements are not met. **DO NOT HAVE THE STUDENT REREGISTER FOR THE COURSE IN THE SEMESTER DURING WHICH THE WORK IS BEING COMPLETED**

NOTE THAT:

- “Satisfactory” would mean that the student’s grade at the time of the request is at least a “D”.
- “Incomplete” may not be used by a student as a way to avoid repeating the course for a better grade.

SEMESTER:

YEAR:

STUDENTS INFORMATION:

LAST NAME:

FIRST NAME:

CAMPUS ID:

COURSE INFORMATION:

MATH ____ / ____ STAT ____ / ____ INSTRUCTOR:

COURSE TITLE:

INCOMPLETE INFORMATION:

REASON FOR GIVING INCOMPLETE:

☐ MUST TAKE FINAL EXAMINATION

EXPLANATION WHY FINAL WAS NOT GIVEN:

☐ OTHER:

DEADLINE FOR COMPLETING WORK:

Please see information at the top of this form for explanation of deadline for completing work.