

Please type information on this document.

### INCOMPLETE GRADE FORM

This form is to be completed and turned in to the Division Office with the final grade report for each student receiving an "I" grade. An "I" (Incomplete) may be assigned when a student has persisted through the course and has completed at least 90% of the requirements for passing the course or when the instructor has determined extenuating circumstances exist. A student must resolve an "I" grade within the time frame specified by the instructor or the division, but no later than 6 months from the end of the term in which the grade was assigned. When an "I" grade has been resolved, the final grade will be recorded with the "I" (e.g., I/B) and the GPA will be recomputed. An "I" which is unresolved will be changed to the grade of I/F after the specified expiration date.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Course/Sect #: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Course Name: \_\_\_\_\_

Completion Date (6 months maximum): \_\_\_\_\_

Please give a detailed description of the work to be completed: \_\_\_\_\_

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Please attach:

1. A copy of the syllabus, showing how the final grade is computed; and
2. Information needed for student to contact you to complete work.

*Please note that upon student's completion of work, it is the instructor's responsibility to go to Student Records to complete the Change Grade Form.*

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Instructor's Name (please print)

\_\_\_\_\_  
Signature/Date