



Incomplete Grade Form

An incomplete (I) grade is given in a course by the instructor to a student who, because of illness or other circumstance beyond the student's control, has not been able to complete course requirements on time. The student must be doing passing work when the "I" is given. A grade of "I" becomes an "F" if the course requirements are not met within the time allotted by the instructor, not to exceed six months.

Student ID #: _____ **Student Name:** _____

Course Number & Section: _____

Course Title: _____

Term & Year: _____

Reason for incomplete:

Course Elements Remaining to Complete:

Date to be completed: _____

Signature of Course Instructor

Date

Signature of Division Chair

Date

Return completed forms to the Registrar's Office in Main 106 or registrar@svu.edu.

Registrar Office Use Only	
Grade Entered	Sent to student: _____ Date
Academic Standing Checked	Sent to Faculty Advisor: _____ Date