

Incomplete Grade Form (IGF) *PLEASE PRINT OR TYPE*

Student Name	
Course TitleCourse number/section	
Instructor	
Term (check):	
SECTION 1	
 Please list the requirements the student has completed to date, including current course grade: 	
Please list all specific work required to be completed by the student with the	
following deadline(write in date) in order to complete the course:	
 Reason for assigning incomplete ("I") and/or instructor's comments: 	
3. Reason for assigning incomplete () and/or instructor's comments.	
INSTRUCTOR'S SIGNATURE/DATE	
STUDENT'S SIGNATURE/DATE	

By signing this form the student agrees to complete all course requirements as listed in (2) on or before the last day of the next semester (Fall, Spring, or Summer) immediately following the initial course attempt. Failure to do so will result in the automatic replacement of an I with an F.

Formulated: Fall 2010 Revised:4/2011

SECTION 2

For use when student completes all course requirements (as required in Section 1) by the	he
last day of the next semester (Fall, Spring, or Summer) immediately following the initial course	2
attempt.	

attempt.
1. Please list the requirements the student has completed to date:
2. Please indicate the grade to be placed on the student's transcript:
INSTRUCTOR'S SIGNATURE/DATE
SECTION 3 For use when student DOES NOT complete all course requirements as listed in Section 1 by the last day of the next semester (Fall, Spring, or Summer) immediately following the initial course attempt. 1. Please list the requirements the student has failed to complete:
INSTRUCTOR'S SIGNATURE/DATE
For Office of the Projectness/Einen oigh Aid Officer Use ONLY
For Office of the Registrar/Financial Aid Officer Use ONLY Date Grade Change Completed:
Date Grade Change Completed.

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