

Incomplete Grade Submission Form

This form must be completed and signed by the professor before the grade submission deadline in order to record a temporary grade of “Incomplete” for a student. The incomplete grade is only valid until beginning of next semester (fall, winter, spring, or summer).

General Incomplete Grade Guidelines

In exceptional circumstances it is sometimes appropriate for professors to submit “I” for “Incomplete” as a student’s final grade. These typically occur when students have an excusable reason for missing a final assessment – death in the family, debilitating illness etc. If an incomplete grade is submitted, the grade must be completed before the 30th day of the next semester (The 29 days period does not apply to prerequisite courses. Check *Incomplete Grade for Prerequisite Course*). When submitting “I” for a final grade, professors indicate to the Registration and Records Office which grade to assign if the student work is not completed by the deadline. It is the student’s responsibility to complete the course-work necessary to earn a complete grade.

Incomplete Grade for Prerequisite Course

Receiving an “Incomplete” for a prerequisite course is not satisfactory for taking the next course in the sequence. If a student needs the course in order to take the next course during the next semester, it is the student’s responsibility to complete the work before the start of the next semester. If the student completes and submits the incomplete work to the professor on the first day of the next semester, it is the responsibility of the professor to submit a complete grade by the end of the course-add period.

Date:

Academic Term:

Student Name: Student ID Number:

Course Code & Title:

Reason(s) for the incomplete grade:

Work that needs to be completed:

Grade earned if the work is not completed before the start of the next semester:

Instructor:

Department Chair: