



A grade of Incomplete may be awarded to a student to extend additional time to complete a project or assignment that will have a significant impact on their final grade. Complete this form to specify the details of the approved arrangement and when the work must be completed. Incomplete grades must be resolved within 60 days of the end of the term, or by the date specified on this form. Unresolved Incompletes will convert to grades of F.

**NOTE: A grade of incomplete is tabulated into a student's GPA as a failure until a final grade has been submitted. Incomplete grades should only be awarded if arrangements for completion of the work have been established.**

**STUDENT AND COURSE INFORMATION**

STUDENT NAME \_\_\_\_\_

STUDENT ID# \_\_\_\_\_

COURSE NUMBER AND TITLE \_\_\_\_\_

FALL \_\_\_\_\_  
YEAR

SPRING \_\_\_\_\_  
YEAR

SUMMER \_\_\_\_\_  
YEAR

**DESCRIPTION OF WORK TO BE COMPLETED**

\_\_\_\_\_  
DUE DATE OF WORK TO BE COMPLETED

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

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date