



## INCOMPLETE "I" GRADE PLAN

A grade of incomplete "I" is a "temporary grade given only when students have completed **more than 70%** of the course but are unable to finish because of unavoidable circumstances."

The letter grade of "I" will be omitted from grade point average calculation for a period of ONE YEAR following the issuance of the "I". **If after one-year no change is made by the instructor, the grade "I" will be changed to an "F".**

**Instructions:** Complete the form below, print, sign (both student and faculty), and bring form to office. Office staff will distribute via email.

STUDENT INFORMATION:					
Last Name		First Name		MI	Student ID
Email				Phone	
FACULTY INFORMATION:					
Name		Email		Office Phone	Office Location
COURSE INFORMATION:					
Prefix	Number	Title		CRN	Term Year
OUTSTANDING COURSE REQUIREMENTS (if additional space is needed, attach a separate sheet):					
Assignment, Tests, Quizzes, etc.					New Due Date

### STUDENT AGREEMENT:

- I acknowledge that I have met with the named faculty member to discuss the outstanding work for this course.
- We have reviewed these requirements in detail, and I understand my responsibility for completion of this work.
- I understand that if the work is not completed as outlined above the incomplete "I" grade will automatically be converted to a final grade of "F" for the class.
- I agree to contact the faculty with any questions or concerns I may have regarding completion of this course.
- I understand that I should not enroll in a course in which I have a grade of incomplete "I".

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_