



Incomplete Grade Submission Form

This form must be completed and signed before the grade submission deadline in order to record a temporary grade of “Incomplete” for a student. The incomplete is only valid until 30 days after the beginning of the next full semester (Fall or Spring). It is the student’s responsibility to complete and submit the work necessary to complete this grade. The instructor should contact the registrar to replace the incomplete with a letter grade.

Date:

Academic Term:

Student Name: Student ID Number:

Course:

Reason(s) for the incomplete grade:

Work that needs to be completed:

Grade earned if the work is not completed by 30 days after the start of the next semester:

Instructor’s Name:Signature.....

Department Chair’s Name:Signature

Please note: An “incomplete” for a prerequisite course is not satisfactory for the student to be able to take the next course. IF the student needs this course as a prerequisite for a course next semester, AND the student completes the work by the first day of class next semester, it is the responsibility of the professor to submit a complete grade by the end of the add/drop period.