



OFFICE USE ONLY
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JUSTIFICATION FOR ASSIGNING AN INCOMPLETE ("I") GRADE

NOTE: The grade of Incomplete ("I") should be assigned **ONLY** to a student who is otherwise passing the course but is unable to complete course requirements due to extenuating or extraordinary circumstances. If the "I" grade is not removed within **one year**, the grade will automatically become an "F." **This form must be submitted to the Department Chairperson housing the course.**

Student's V- Number

Student's Name

Course Title

Course Prefix/ Number/ Section

CRN

Current Course Grade

JUSTIFICATION:

RECOMMENDED DUE DATES:

DESCRIPTION OF WORK NEEDED TO COMPLETE FINAL GRADE:

Please attach a copy of assignments, tests, papers, and other work that must be completed by student before "I" can be removed. **Include a copy of the course syllabus.**

Instructor's Printed Name

Instructor's Signature:

Date:

Copies go to STUDENT, INSTRUCTOR, and INSTRUCTOR'S DEPARTMENT CHAIR.