



DIVISION OF ACADEMIC AFFAIRS

X207, Pecan Campus

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ISSUANCE OF A GRADE OF I (INCOMPLETE) FORM

The Issuance of a Grade of I (Incomplete) Form will be used when a faculty member is issuing a grade of I (Incomplete) to a student. Once the program chair signature is complete, please make a copy for the student and your program chair and retain the original form for your records.

Date: _____

Semester of when I is being issued: _____

Faculty Name: _____

Student Name: _____

Student ID #: _____

Student Phone #: _____

Student Email: _____

Course Name: _____

Course Section: _____

Is this I (Incomplete) being issued in order to accommodate a student impacted by pregnancy, parenting, or related conditions? Yes No

Reason for issuing a grade of I (Incomplete):

Current grade(s) in the course and coursework completed:

Work required to change the grade from I (Incomplete) to a letter grade (A, B, C, D, F):

Agreed date to complete all coursework: _____

Failure to complete all requirements by the end of the next long (Fall or Spring) semester will result in a final grade of "F" or "NP" for the course.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Program Chair Signature: _____

Date: _____