



INCOMPLETE GRADE FORM

Name: _____ Student ID #: _____

You have been assigned an "INC" (Incomplete) grade in:

Course	Section	End Date

The INC grade is a temporary grade which will be converted to a permanent grade when the work described below is submitted to your Instructor by the due date.

The following work is to be submitted no later than

Description of work to be completed:

Please note the following regulations regarding the INC grade.

1. You may not register in any course for which this INC-graded course is a prerequisite until after the INC grade has been converted and the prerequisite has been met.
2. If you fail to complete the work described above within 180 days from the course end-date, the INC grade will automatically become an F grade.

Instructor's Name (<i>print</i>)	Signature	Date

Grade entered online? Yes No

Distribution: 1st copy - Student 2nd copy - Records Department 3rd copy - Instructor