**Incomplete Grade Report**

The instructor should complete and submit this form for *each* Incomplete (I) assigned for a course at the time of submission final grades. An Incomplete is to be given “only when an emergency prevents students from completing the final examination or other concluding work of the course at the scheduled time.”

**This temporary grade must be removed no later than during the next regular semester by the time listed in the academic calendar or it is automatically converted to a permanent F.**

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| --- | --- |
| Name of Student: | Click or tap here to enter text |
| Class:  | DEPT ###, e.g., TREK115 | Term: | Fall/Spr YEAR |
| Name of Instructor: | Click or tap here to enter text |
| Signature of Instructor: |  |
| Instructors: Complete this form and bring a signed, hard copy to the Registrar’s Office |
| Nature of Emergency (be specific): |
| Click or tap here to enter text; for Incompletes waiting for Honor Court verdicts, enter Administrative |
| Work Not Completed | Date(s) When Work Will be Completed |
| Click or tap here to enter text | Click or tap here to enter text |