Requirements to Complete Coursework (to remove "I" Grades)

Students who have been given permission to receive an "I" grade (Incomplete) must complete this form to document the outstanding work with the registrar. Completed forms must be filed with the registrar by the last day of the term as published in the catalog.

Student's Name _____ Date _____

Professor's Name _____ Course _____

COURSE WORK TO BE COMPLETED BY STUDENT:

DATE GIVEN	WORK GIVEN TO COMPLETE COURSE	COMPLETION DATE

Required Signatures and Dates:

By signing this form, the student acknowledges that it is his/her responsibility to complete the assigned work listed above in an orderly and timely manner so the incomplete grade can be removed. I also understand that if I do not complete the outstanding work by the established deadline my grade will automatically be changed to an "F."

By signing this form, the professor acknowledges his/her responsibility to evaluate the outstanding work submitted and submit a change of grade form no later than the date published in the catalog for removal of "I" grades.

_____ _____

Student **Date**

_____ _____

Professor Teaching the Course **Date**

_____ _____

Registrar **Date**