



Student Name \_\_\_\_\_ (Please Print)

Student ID \_\_\_\_\_

### ASSIGNMENT OF "I" (INCOMPLETE) GRADE

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ COURSE: \_\_\_\_\_  
Title Course Identifier Number (CRN)

You have been assigned an "I" (Incomplete) grade for meeting the Title 5 CCR 55023 unforeseeable emergency and justifiable reason. The conditions for removal of this "I" grade are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you do not complete the above work, your grade will become an \_\_\_\_\_.

INSTRUCTOR'S PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DEADLINE FOR COMPLETION:** The "I" may be made up no later than one semester following the end of the term in which it was assigned unless instructor has designated a different completion date.

I have discussed this form with the instructor and have received a copy.

STUDENT'S PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Record's Office Only: Date "I" Grade Entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

#### INSTRUCTOR FOLLOW-UP

(If no follow-up by instructor, the grade will default to grade indicated above.)

WORK COMPLETED: YES NO CHANGE GRADE TO: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Record's Office Only: Date "I" Grade Updated: \_\_\_\_\_ Updated by: \_\_\_\_\_