**INSTRUCTIONS:** This form must be completed prior to submitting an Incomplete Grade (“I”) for a student. Please type or print *legibly*. Completed forms, including all signatures, should be submitted to your school Dean’s Office.

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| **COURSE INFORMATION** |
| **Course CRN#** |  | **Course Prefix** |  | **Course Number** |  | **Semester** | **[ ]  Fall** **[ ]  Winterterm****[ ]  Spring** **[ ]  Summer** | **Year** |  |
| **Instructor Name** |  | **Department** |  |
| **STUDENT INFORMATION** |
| **Last Name** |  | **First Name** |  | **MI** |  | **Student ID#** |    -  -     |

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| **INCOMPLETE GRADE INFORMATION** |
| **In order to award a grade of “I”, *ALL* of the following items must be checked-off with the specifics written in the spaces provided below.** |
| [ ]  | **There are extenuating circumstances.** *(NOTE: Unexcused absence from the final exam and/or failure to turn in a final project or paper are* ***NOT*** *extenuating circumstances)* |
| **Description**:       |
| [ ]  | **There is an expectation, that upon completion of the course requirements, the student will pass the course.** *(NOTE: Awarding an “I” in order to postpone an exam or project for a student who is failing the course is* ***NOT*** *acceptable.)*  |
| **The expected grade is:**  |
| [ ]  | **The student has completed at least 80% of the coursework at satisfactory level and must complete the following course requirements.** |
| **Requirements**:       |
| ***IMPORTANT****:* **Incomplete work must be made up by the due date posted on the academic calendar of the subsequent semester unless alternative arrangements are made. Alternative arrangements (a shorter or longer time frame) require *prior approval* of the School Dean and must be agreed upon by both the instructor and student.** |
| [ ]  | **Alternative arrangements are needed.** |
| **Description of Arrangements***:*       |
| ***Student Acceptance of Alternate Arrangements*** |
| **Student Signature** |  | **Date** |       |
| ***Alternative Arrangement Pre-Approval*** |
| **Dean Signature** |  | **Date** |       |

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| **SIGNATURES** |
| **Instructor Signature** |  | **Date** |       |
| **Department Chair/ Program Director Signature** |  | **Date** |       |