



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: _____