

# College of Science Memorandum of Incomplete

Assignment of the grade I (Incomplete) is made in exceptional circumstances and requires the instructor to file an outline of the work to be completed and the time span (no longer than one calendar year) allowable for completion with the academic dean. In no case may repetition of the course be assigned as work to be completed. If the work is not done by the end of the specified time, the I will be changed to an F. A student may not enroll in a course for which they have an unresolved grade of I.

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Course: \_\_\_\_\_ Department: \_\_\_\_\_ CRN: \_\_\_\_\_  
Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Justification:

Condition(s) for Removal of Incomplete:

Completion Date:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

xc:

1. Instructor
2. File Copy (file copy 2 with grade change on completion)
3. Student – via Instructor
4. Dean