

**SUBMIT IN TRIPLICATE**

# **FORM FOR GRADE "INCOMPLETE"**

**Please print or type.**

**Student name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Course number, section and title:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Semester :** \_\_\_\_\_

1. **Date of conference:** \_\_\_\_\_  
(If for some reason a conference has not been possible, please explain why.)

2. **Please list below a description of the work to be made up, a plan and a timetable. Include date which has been agreed upon for completion.**

3. **Please provide instruction for the Program to follow in case you are not in residence at the time of completion.**

**NOTE:** If an INC is not made up by the end of the grading period two semesters later, it become an IF (incomplete fail) and cannot be changed except by appeal in extraordinary circumstances. It is the **RESPONSIBILITY OF THE STUDENT** to ascertain that the instructor is satisfied that the work has been completed.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_