



Incomplete Grade Form

Registrar:

NAME: Last First Middle Initial

NMU IN:

Has been given a grade of "I" for:

FOR: Course ID Number Course Title Credit Hours Semester & Year

Has been given a grade of "I" for the following condition(s):

Two blank lines for conditions

To make up the "I", the student must do the following:

Two blank lines for requirements

The "I" must be made up by: Exact Due Date (1 yr. max.) or the "I" will revert to

the following grade circled: A A- B+ B B- C+ C C- D+ D D- F S U

I understand that it is my responsibility to submit a final grade by the due date if the student completes this course. I understand that if I do not submit a grade by the due date, the grade will automatically revert to the designated grade circled above. If no grade is designated, the grade will revert to an "F". I will make two additional copies of this form and submit one copy to the Registrar and provide one copy to the student.

Signature of Instructor Date

Print Instructor Name

Instructor's Department

The above student has/has not completed the course requirements.

Change the grade of "I" to:

Signature of Instructor Date