
FOR FACULTY USE ONLY

Use this form to report an Incomplete (I) grade for a student and to record details for completion of outstanding coursework.

- When you report an I grade, **you must report an alternate grade**. This alternate grade represents what the student would have received in your course based upon the actual work completed by the student. If no grade is specified, the default grade is U (Unsatisfactory).
- **You must identify a deadline for the period of Incomplete**. The Incomplete period may be no longer than one year from the date your course ends. After this date, the student's grade will be changed to the alternate grade you specify unless another grade is submitted.
- Be sure to complete all sections of this form and provide the required signatures.

Submit this form direct to the Registrar's Office. As with grade rosters, completed forms are **ONLY** accepted from faculty members or from the program coordinator for your department/school.

Student Information

CGU ID #254- _____

Last Name _____ First Name _____

Deadline for Submission of Incomplete Work _____ Alternate Grade (Leave blank for U) _____

Course Information

Semester & Year _____

Subject/Catalog No. _____ Class No (4-digit) _____ Units _____

Instructor Name _____ Instructor Institution _____

Instructor E-mail _____ Instructor Phone _____

Student must complete the following work to qualify for re-evaluation of the alternate grade reported above. If no work is submitted by the student by the due date, the alternate grade becomes the student's grade in the course. Requests for Extension of Incomplete may be filed prior to the deadline recorded on this form.

Instructor's Signature _____ Date _____

STUDENT MUST SIGN AND BE GIVEN A COPY OF THIS AGREEMENT.

Student's Signature _____ Date _____

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