



INCOMPLETE GRADE REPORT

(Submit form to Registrar's Office at end of term.)

Student's Name _____ MSC ID # _____

is being assigned a grade of "I" in _____ inasmuch as
Subject Course No. Sec. No. for Term/Year

the above named student, who was otherwise passing the course, was unable to complete the full requirements of the course due to (Check most appropriate):

- personal illness [†] illness of a family member death of a family member accident

other(explain): _____

I understand that it is my responsibility to contact the instructor and to complete the work in time for the "I" to be removed prior to the last day to drop class or with draw from the College (see College calendar) during the next semester of enrollment or by the end of one calendar year if not enrolled, whichever comes first.

Student signature (if possible)

Date

I understand that it is my responsibility to leave instructions with my Dean/Chair as to how the "I" may be removed.

Faculty member's signature

Date

School/Division/Department Chair

Date

Distribution: Registrar, Student, School/Division/Department, Faculty Member.

