



Incomplete Grade Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructions: A faculty member may assign a grade of "Incomplete" for medical reasons, personal/family reasons, or government obligations (e.g., jury duty, military service). The faculty member must provide the student and department chair with a detailed description of the work that remains to be completed. The Department office will maintain this form on file until the student completes the course. It is the responsibility of the faculty member to submit the grade change to the Registrar's office when the work is completed.

Course Prefix and Number: \_\_\_\_\_ CRN: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Student's grade to date, excluding work required to complete the course: \_\_\_\_\_

Reason for Incomplete Grade:  Medical  Personal/Family  Government Obligation (e.g., jury duty, military service)

Note: It is the student's responsibility to complete the work within the University's time frame or the grade will automatically convert to an F.

Undergraduate Students: A student must remove an "I" grade during the succeeding semester of enrollment or within one year, which-ever comes first; otherwise, the grade will be changed to "F". For more information, see the Undergraduate Catalog: https://catalog.westga.edu/content.php?catoid=14&navoid=938#grades-grade-points

Graduate Students: An "I" must be removed by the completion of work within one calendar year or the "I" will become an "F". For more information, see the Graduate Catalog: https://catalog.westga.edu/content.php?catoid=15&navoid=997#grading-system-for-graduate-students

Table with 2 columns: Description of work to be completed, Due date(s)

Faculty Member and Department Chair signature sections with printed name and signature lines.