



An I grade may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. This form must be returned to the Students First Center prior to the first day of instruction of the next semester. If this form is not received with all appropriate signatures before the first day of instruction of the next semester, then the I grade will revert to an F, NP, or U. An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term. The grade will retroactively be counted in computing a student's grade point average.

Candidates for Graduation: Outstanding incomplete grades must be completed in the term you apply for on your declaration of candidacy. If not complete, it may prevent or delay degree conferral. You must apply to graduate in the term in which you complete all degree requirements and complete all incomplete coursework.

Personal Information

Undergraduate Graduate UCM ID Number _____

Last Name _____ First Name _____ M.I. _____

Address _____ State _____ City _____ Zip _____

E-mail _____ Phone Number _____

Course Information

Fall (year): _____ Spring (year): _____ Summer (year): _____

CRN	Subject	Course	Sec	Units	Course Title	Instructor Name

Reason for requesting an incomplete grade:

Course Completion Information:

Assignments or Exams needed to complete this course:	Due Date
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

Deadline for all work to be completed is _____

The deadline for an I grade received in the fall term must be prior to the first day of instruction in the following fall term. The deadline for an I grade received in the spring or summer terms must be prior to the first day of instruction in the following spring term. Grades not replaced by this deadline will revert to an F, NP, or U.

Signatures

Student _____ Date _____

Instructor _____ Date _____