



# Incomplete (“I”) Grade Form

To be completed by the instructor and the student. Instructions/Procedures are located on myUIU at Academics > Faculty Help or Academics > Academic Affairs > Handouts or Academics > Staff Help.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Year/Semester/Session \_\_\_\_\_ Date \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Reason for assignment of Incomplete grade \_\_\_\_\_

Work that must be completed and due dates:

Assignment	Due Date
_____	_____
_____	_____
_____	_____

*Note: The amount of time to complete work should correspond with the amount of time missed for a valid reason such as illness, death in family, personal problems, etc.*

What should the grade be if the work is not completed? \_\_\_\_\_

**Deadline:** No work will be accepted after \_\_\_\_\_ o'clock AM/PM on the date of \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: It is the instructor’s responsibility to submit a grade change within two weeks of the agreed upon deadline.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: The student’s grade will be based upon work submitted by agreed upon deadline. It is the student’s responsibility to submit work to the instructor in a timely manner. It is not possible for a student to drop a course after an incomplete grade has been assigned.*

*For students who are eligible for financial aid disbursement: A grade of “Incomplete” on your record at the end of a semester may affect your next disbursement. Please contact the University Registrar, Holly Streeter, at [streeterh@uiu.edu](mailto:streeterh@uiu.edu) to review your individual circumstance.*

Department Chair/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

School Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: An Incomplete Form must be submitted for each Incomplete grade.*