

Incomplete Grade Documentation Form

Students are required to complete all courses they are registered in by the end of the quarter. In some cases, students are unable to complete all course work because of extenuating circumstances and a grade of incomplete can be given to allow the student to successfully complete the class. An "I" grade cannot be given for poor performance.

Term (Fall, Winter, etc.)

Year

Date Submitted

Course Title

Course Code
(e.g. HRM130)

Instructor's Name

STUDENT INFORMATION

First Name

Last Name

Student ID#

Phone Number

E-mail

INSTRUCTOR RESPONSE

Briefly state the reason(s) why you are assigning a grade of Incomplete.

Date by which course Work must be completed.

The date cannot be more than 30 days from the last official day of the quarter in which the incomplete is assigned.

Alternate grade student will receive if no additional course work is completed.

Grade changes must be emailed to ceureg@cpp.edu after the student has completed the required course work

Instructor Signature

Date

Student Signature

Date