



PROCESSING FORM FOR GRADES OF INCOMPLETE

To be completed for all students who receive a grade of incomplete ("I") in classes other than Internship or Independent Study

According to the University's Incomplete Grade Policy, the designation of an "I" grade is used to record work, which so far as covered, is of passing grade but is incomplete because of personal illness or other unavoidable reason. A faculty member assigning an "I" designation must complete the Processing Form for Grades of Incomplete indicating the work to be completed, deadlines for completion, and guidelines to establish a final grade.

Instructor Name: \_\_\_\_\_ Department: \_\_\_\_\_ IUP Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student IUP Email: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ CRN \_\_\_\_\_ Section \_\_\_\_\_ Current Grade \_\_\_\_\_

Term: Fall 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Early Summer 20 \_\_\_\_\_ Summer I 20 \_\_\_\_\_ Summer II 20 \_\_\_\_\_

Reason for the incomplete grade: \_\_\_\_\_

Work which must be done to remove the grade of incomplete (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deadline for completion of Work (check one): Final day of classes in the next regular semester \_\_\_\_\_ OR Specific date \_\_\_\_\_

If the work is not completed by the established deadline, what is the default grade? \_\_\_\_\_

If the instructor is not available, who determines and submits the student's final grade? \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

After signature, the instructor must distribute copies to: Student, Instructor, Department Chairperson in which course was taught, ADean of the College in which course was taught, and Registrar.