INCOMPLETE GRADE FORM

Student Name ____________________________________________ Student ID ________________

Course Prefix and Number __________________ Section _______ Term ______

The following is a description of the work that must be made up by the student:

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In the event that I am not available to assist the student, the assignments, tests, or other materials described above may be found in:

________________________________

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If a Change of Grade form is not submitted by the end of the subsequent term, the grade that the student should receive is: (Circle One)

☐ A  ☐ B  ☐ C  ☐ D  ☐ F  ☐ P  (For standard credit classes)

☐ S  ☐ R  ☐ U  (For developmental classes)

Additional information or directions (if needed)

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Name (Print): ____________________________________________

Signature: ____________________________________________ Date _______ ________