



Policy Supporting Document:	E-1.5.1
Policy Holder:	VP Education

INCOMPLETE GRADE REPORT FOR STUDENT

Date:	Instructor: <i>(please print)</i>
Student Name:	Student Number:
Course:	Section:

The above noted student has received an "I" grade for this course because the following components have not been completed:

➤ _____

In accordance with approved College policy, this "I" grade will become an "F" grade six weeks from date of submission unless one of the following occurs:

- The student completes the above work and the instructor issues a new grade.
- The instructor issues a new grade based on the work completed prior to assignment of "I" grade.

Deadline for completion: _____

Instructor Signature: _____

Student Signature: _____

Note 1: "I" grades cannot be used as pre-requisites for other courses.

Note 2: Extensions beyond the six week period will be considered for extenuating circumstances only and must have written approval of the Dean.

Extension Requested

Rationale:

Instructor Signature: _____

Deadline for completion: _____

Signature of Dean (required only if extension to 6 week period requested): _____