HHPR DEPARTMENT
JUSTIFICATION & COMPLETION FORM
FOR AN INCOMPLETE "I" GRADE

This form must be filled out when an incomplete "I" grade is recorded for a student in your class. All involved are expected to sign this form.

_____ Semester/Year Course Taken

An incomplete has been turned in to Academic Records for:

_____

LAST FIRST MIDDLE ID#

_____

LOCAL ADDRESS PHONE

Who was enrolled in:

_____

COURSE COURSE # SECTION #

Justification for incomplete (attach supporting documentation if necessary): _____

_____

_____

Requirements for completing course (attach copy of syllabus): _____

_____

_____

Anticipated date of completion: _____ Date change of grade sent: _____

_____

STUDENT'S SIGNATURE DATE

_____

INSTRUCTOR'S SIGNATURE DATE

_____

DIVISION DIRECTOR'S SIGNATURE DATE

University policy specifies that work not completed by the end of the following semester will result in a grade of "F".