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| STUDENT’ nAME | | STUDENT ID# | | | |
| STUDENT’S COLLEGE | Course Prefix | Course Number | Section | credit hours | semester/year |
|
| INSTRUCTOR *(PRINT*) | | cAMPUS pHONE | | | |
| a. sTATEMENT OF REASON(S) FOR RECORDING THE INCOMPLETE: | | | | | |
| b. dESCRIPTION OF THE SPECIFIC WORK TO BE COMPLETED: | | | | | |
| c. STATEMENT OF HOW GRADES ON THE WORK TO BE COMPLETED WILL AFFECT THE FINAL COURSE GRADE (E.G. AN “A” ON THIS WORK WILL RESULT IN A FINAL GRADE OF “B”): | | | | | |
| nOTICE: tHE WORK SPECIFIED IN SECTION B ABOVE MUST BE COMPLETED AND AN APPROPRIATE GRADE CHANGE MUST BE SUBMITTEDBY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_ OR THE “I” WILL BE REPLACED BY A GRADE OF “F” ( OR A S/U) ON THE STUDENT’S PERMANENT ACADEMIC RECORD. THIS DATE, AS SPECIFIED BY THE INSTRUCTOR, SHALL NOT EXCEED THREE SEMESTERS (COUNTING SUMMER SCHOOL AS ONE SEMESTER) FROM THE END OF THE TERM IN WHICH THE “I” WAS AWARDED OR PRIOR TO THE STUDENT’S GRADUATION, WHICHEVER OCCURS FIRST. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  Student’s Signature (or Instructor’s Initials) Date Instructor’s Signature Date | | | | | |

*Copies should be retained by faculty, student, and home department (CPH students).*