



Registrar's Office
C.B. Hedgcock, Room 2202
1401 Presque Isle Avenue
Marquette, Michigan 49855
Phone: (906) 227-2258
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Incomplete Grade Form

Registrar:

NAME: _____
Last First Middle Initial

NMU IN: _____

Has been given a grade of "I" for:

FOR: _____
Course ID Number Course Title

_____ Semester & Year
Credit Hours

Has been given a grade of "I" for the following condition(s):

To make up the "I", the student must do the following:

The "I" must be made up by: _____ or the "I" will revert to:
Exact Due Date (1 year maximum.)

the following grade circled: A A- B+ B B- C+ C C- D+ D D- F S U ("W" grade is not an option.)

I understand that it is my responsibility to submit a final grade by the due date *if the student completes this course*. I understand that if I do not submit a grade by the due date, the grade will automatically revert to the designated grade circled above. If no grade is designated, the grade will revert to an "F". I will make two additional copies of this form and submit one copy to the Registrar and provide one copy to the student.

Signature of Instructor Date

Print Instructor Name

Instructor's Department

The above student has/has not completed the course requirements.

Change the grade of "I" to: _____

Signature of Instructor Date

For Registrar's Office Use Only: Incomplete Grade Changed: Date: _____ Initials: _____