



Registrar's Office
C.B. Hedgcock, Room 2202
1401 Presque Isle Avenue
Marquette, Michigan 49855
Phone: (906) 227-2258
Fax: (906) 227-2231
Send for to Email:
tscript@nmu.edu

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 send one copy of this form to igrades@nmu.edu and one copy to the student's NMU email address.

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: _____