



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
Credit Hours Semester & Year

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

[Blank lines for condition(s)]

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

[Blank lines for student requirements]

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

the following grade circled: A A- B+ B B- C+ C C- D+ D D- F S U

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 also 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