



# INCOMPLETE FORM

## Qualified If:

1. There are unusual and extenuating circumstances such as the student in question having a medical or personal emergency.
2. The student successfully completed all work in the course up to the point in the event which the request for the "I" is based on.
3. The student is in good academic standing (not on academic probation or facing any disciplinary issues).

## I. STUDENT INFORMATION

\_\_\_\_\_  
FIRST MIDDLE LAST

\_\_\_\_\_  
STUDENT ID # EMAIL @MAHANAIM.COM

\_\_\_\_\_  
PHONE

CLASSIFICATION     FRESHMEN     SOPHOMORE     JUNIOR     SENIOR

TERM     FALL     SPRING    YEAR: \_\_\_\_\_

GRADE YEAR: \_\_\_\_\_

TERM: \_\_\_\_\_

MAJOR: \_\_\_\_\_

## II. COURSE ASSIGNMENTS/ACTIVITIES TO BE COMPLETED

Course #	Course Title	Course Assignments to be Completed	Instructor Name	Due Date

**Student, please note:** The letter “I” will be replaced by the final grade if all work is completed within the time frame agreed upon and a new grade is communicated to the Registrar. A final grade of “F” will be awarded if work is not completed by the specified deadline. A final grade reported to replace an “I” cannot be appealed. As long as the “I” remains on the student’s record, it will be treated as an “F” (for GPA calculation, Satisfactory Academic Progress, graduation eligibility) until it is replaced.

**I understand and agree to the above conditions.**

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**STUDENT SIGNATURE**

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**DATE**

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**COURSE INSTRUCTOR**

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**DATE**

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**ASSOCIATE VP of ACADEMIC AFFAIRS SIGNATURE**

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**DATE**