



INCOMPLETE GRADE 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: _____

PROGRAM: _____

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.

STUDENT SIGNATURE

DATE

COURSE INSTRUCTOR

DATE

VP of ACADEMIC AFFAIRS SIGNATURE

DATE