



OFFICIAL INCOMPLETE GRADE FORM

Term _____

The grade of "I" or incomplete is given at the discretion of the professor. A grade of "I" is normally given when a student has substantially completed the requirements for a course but has been prevented by extraordinary circumstances from completing all the course requirements. The *Incomplete Grade Form* must be submitted to the Registrar prior to the final exam. An "I" in any course must be removed by April 1 for the January Term, August 1 for the Spring Term, November 1 for the Summer Term, and March 1 for the Fall Term. Only the Dean may grant extensions of incompletes beyond the established completion date. Otherwise, these grades automatically become an "F" if not cleared by the due date. Indicate term and year course was taught above, top right.

Professor's Name (print) _____

Please **PRINT** student's legal name in full _____

Course # & Title _____

Type of Course: **Regular** **Modular** **EDEN** **Directed Study** **Independent Study**

Location: **Due West** **Augusta** **Columbia** **Charleston** **Ft. Jackson** **Greenville** **Florence**

Date of Absence	Circumstances	Course Work Missed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Plans for completion of course work: _____

Instructor's Signature _____ Date _____

Please return the original *Incomplete Grade Form* to the Office of the Registrar while retaining a copy for your records.

Registrar's Signature of Receipt _____ Date _____

Final Grade _____

Instructor's Signature _____ Date _____