



P.O. Box 749, Barrow, Alaska 99723
(907) 852-1757 / (907) 852-1763
Fax (907) 852-1784

NOTICE OF INCOMPLETE GRADE

INSTRUCTIONS FOR FACULTY - A Notice of Incomplete Grade form must be completed for each student receiving a grade of incomplete. Turn in the Notice of Incomplete Grade forms with the final Grade Lists.

Make a copy of this form before submitting it to the Registrar's Office with your grade rosters.

INCOMPLETE GRADE POLICY – Policy

The grade "I" (incomplete) is used to indicate that a student has not been able to complete the course during the scheduled course time. When the "I" grade is given, the instructor will include a statement of the work required of the student to complete the course and the time limit the student has to complete the work. The maximum time to be allowed is three months. At the end of the defined time limit, the instructor may issue a grade based on the work turned in. If the instructor does not change the "I" grade, the grade submitted based on work completed will permanent at the end the three month period.

The "I" grade is not computed in the student's GPA. Students cannot graduate with an "I" grade in any required course.

TO BE COMPLETED BY THE INSTRUCTOR:

Student's Name: _____ SS# _____
(Last) (first) (Middle)

COURSE INFORMATION:

Course Department, Number, and Section: _____ Credit: _____

Course Title: _____
(If individual study, indicate title)

IN ORDER TO COMPLETE THE COURSE, THE STUDENT MUST DO THE FOLLOWING ("Retaking the course" is not a valid requirement when assigning an Incomplete grade):

Student grade based on completed work at the end of semester: _____
(assigned if incomplete is not completed)

When must the course requirements be completed? (maximum limit is 3 months) _____
This field must be completed. Otherwise three months will be assumed. (Month/Day/Year)

Instructor Signature _____ Date _____

Registration Office Signature _____ Date _____