

# REPORT ON ASSIGNMENT OF INCOMPLETE GRADE

University of West Florida

**This form should be completed by the instructor when assigning a grade of incomplete ‘I’, and should be submitted to the chair of the department offering the course. This form may be printed and completed when assigning a grade of incomplete.**

## University Policy on Grades of Incomplete (‘I’)

An incomplete grade signifies that all course requirements have not been met. If circumstances exist beyond the student’s control as determined by the instructor, the instructor may assign a grade of ‘I’, provided the student has satisfactorily completed at least seventy percent (70%) of the course requirements and the student has an overall minimum grade of ‘C-‘ in course work up to that point in time. The ‘I’ grade becomes an ‘F’ at the end of one regular semester (fall and spring only—summer semester is excluded from this ruling) following the semester in which the ‘I’ grade was assigned unless the grade is changed by the instructor to a letter grade (‘A – F’). A student may not be permitted to graduate with an outstanding ‘I’ grade.

Student’s Name: \_\_\_\_\_ UWF I.D. Number \_\_\_\_\_

Instructor’s Name: \_\_\_\_\_

Reference #	Course Prefix/Number	Semester/Year student registered in course:			
		F	Sp	Su	Year _____ (circle one)

Percentage of Course Requirements Completed: \_\_\_\_% Grade Earned to Point of Incomplete: \_\_\_\_\_

Reason to extend incomplete grade: \_\_\_\_\_

Procedure for calculating final grade should instructor be unavailable at the time course requirements are completed: \_\_\_\_\_

**The ‘I’ grade becomes an ‘F’ at the end of one regular semester following the semester in which the ‘I’ grade was assigned unless the instructor changes it to a letter grade (‘A’ – ‘F’). A student may not be permitted to graduate with an outstanding ‘I’ grade.**

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original – Instructor  
Copy - Student (mailed by department offering course)  
Copy – Department offering course