



## **INCOMPLETE GRADE FORM**

Student ID No.: \_\_\_\_\_

Name: \_\_\_\_\_

Credits: 1    2    3    4

Course/Sec: \_\_\_\_\_

Course Title: \_\_\_\_\_

CRN: \_\_\_\_\_ Term: \_\_\_\_\_

**New Address?**

Phone: \_\_\_\_\_

**University of Alaska Fairbanks Incomplete Grade Policy:**

An "I" (incomplete) is a grade used to indicate that you haven't 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 you to complete the course and the time limit you have to complete the work. The maximum time to be allowed is one year. 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, it becomes a permanent "F" at the end of one year. The "I" grade is not computed in your GPA. Students cannot graduate with an "I" grade in either a UAF or major course requirement.

**Student Comments:**

Lessons/Exams completed to date: \_\_\_\_\_

**Instructor comments:**

Where Course was taken: **Center for Distance Education–Fairbanks**

The student is required to do the following :  
**Complete remaining lessons, projects and exams required for the course.**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

(check one)    3 Months     6 Months     9 Months

Other Date: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_