

Assignment of “Incomplete” Grade Form

This form must be completed by the course instructor for each student receiving an incomplete grade for a class. Please forward a completed copy of this form to the Registrar’s Office, Department Office and student immediately upon assignment of the “Incomplete” grade.

Student’s Name _____ Concord E-mail _____

Student’s Identification Number (Prefix begins 774) _____

CRN# _____

Subject/Course # _____

Course Title _____

Semester of Assignment Fall 20 _____ Spring 20 _____ Summer 20 _____

Justification for assignment of “Incomplete” grade:

Last Date of Attendance: _____

Requirements to be completed to remove the grade of “I”

Deadline for completing assignments: _____

Instructor’s Name: _____ Date: _____

Instructor’s E-mail Address: _____

Note: Course instructors must submit a “Change in Incomplete Grade Form” to the Registrar’s Office to assign the “final grade”. Forms are available on the Registrar’s web page and MyConcordU portal under Academic Resources. If the instructor fails to submit this form in a timely fashion, a final grade of “F” may be assigned to the student after 30 class days of the following semester of enrollment.