



TO BE COMPLETED BY STUDENT:

Please fill out top section, print and give to instructor to complete.

Student Name: _____ B.U. ID: _____

Address: _____

Phone Number: _____ Semester: Fall Spring Summer Year: _____

Course and Section Number: _____

Instructor: _____

Guidelines:

- The grade of "Incomplete" may be temporarily assigned only if at least 50% of the course work has been completed, and the student and the instructor have agreed to the conditions listed below.
- This form must be signed by both student and the instructor and filed with the Office of Academic Affairs no later than three weeks after the "I" grade has been reported by the Instructor on the Grade Sheet.
- The student has until the last day of instruction of the following semester to complete all course work.
- If the work is not successfully completed within this time limit, the student will automatically receive an "F" for the course.
- If the work is successfully completed within the time limit, the instructor will submit a grade change form replacing the "Incomplete" grade to the appropriate grade earned.

TO BE COMPLETED BY INSTRUCTOR:

① Reason for incomplete grade:

② Description of work to be completed:

③ Based on the completed work to date, the student's grade is _____. This represents _____% of the final grade.

④ I confirm that the student has completed 50% or more of the course's academic requirements.

Instructor's Initials: _____

⑤ If the student fails to complete these requirements within the time limit prescribed by the college policy listed above, the final grade reported will be an "F."

Student Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____