

**SOUTH PLAINS COLLEGE
ADMISSIONS AND RECORDS OFFICE
INCOMPLETE GRADE FORM**

Please keep the following college policy in mind in determining the letter grade of "I".

"The grade "I" is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an "X" or "F". The instructor assigning the grade of "I" will stipulate in writing the conditions under which the "I" may be removed. The "I" will be changed to an "F" if the work is not completed within six months. The student is entirely responsible for completing the work that will remove the "I".

(Please print, sign, and return the form to the Dean of Admissions and Records, Box C. This form must be completed and submitted immediately on the date the "I" is assigned. Give a copy to the student and keep a copy for your file. After the required course work is completed, the instructor must submit a "Grade Change Form" to the Admissions and Records Office to change the grade of "I" to the grade earned.)

STUDENT'S NAME: _____ STUDENT ID: _____

COUSE ABBREVIATED NAME, NUMBER, AND SECTION: _____

INSTRUCTOR'S NAME: _____ SEMESTER AND YEAR: _____

REASON FOR INCOMPLETE "I" GRADE: _____

CONDITIONS UNDER WHICH THE LETTER GRADE OF "I" WILL BE REMOVED:

MONTH, DAY, YEAR WORK MUST BE COMPLETED: _____

STUDENT'S SIGNATURE

DATE

INSTRUCTOR'S SIGNATURE

DATE

DEPARTMENT CHAIR

DATE

INSTRUCTIONAL DEAN'S SIGNATURE

DATE

Copy to: Student
Instructor

(OFFICE USE ONLY)

DEAN OF ADMISSIONS AND RECORDS

DATE