



Report for Incomplete Grade Office of the Registrar

Philander Smith College awards an incomplete "I" grade when students are unable to complete all course requirements for reasons beyond their control, when students are unable to meet their financial obligations to the institution during the semester in which they are enrolled. In cases where the incomplete grade is given for academic reasons, the "I" grade must be removed by the end of the semester immediately following the semester in which the grade was received. Failure to do so will result in the "I" grade automatically changing to an "F" grade. (**Philander Smith College Course Catalog, 2007-2009, Page 31**)

NOTE: If the instructor is issuing an "I" grade, please record the reason below and the course work yet to be completed. This form must accompany your final grade roster submitted to the Office of the Registrar.

Student's Name: _____ Date: _____

ID# _____ Semester and Year: _____

Course Number: _____ Course Name: _____

Instructor (please print): _____

Reason for the "I" grade:

Specific class work to be completed for the removal of the incomplete grade:

****Instructors must complete and file a grade change form to complete the grading process.****

Instructor: _____ Date: _____

Division Chair: _____ Date: _____

Academic Dean: _____ Date: _____