



# Grade of "I" Reporting Form

Submit to the Admissions Office Warner/Muskogee along with your grade sheet and grade book.

\_\_\_\_\_  
Student's Full Name

\_\_\_\_\_  
CSC Student ID Number

\_\_\_\_\_  
Course Dept.

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Description

\_\_\_\_\_  
Hours

For the term:

Fall 20\_\_\_\_  January Mini-mester 20\_\_\_\_  Spring 20\_\_\_\_

May Mini-mester 20\_\_\_\_  summer 20\_\_\_\_  August Min-mester 20\_\_\_\_

Student's grade or average on the work completed: \_\_\_\_\_

Work completed represents what percent or fractional part of the total coursework:  
\_\_\_\_\_%

Describe in detail what the student must do to complete the course.

Student must complete course work by:

\_\_\_\_\_  
TERM/DATE

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Vice President

\_\_\_\_\_  
Date

**Incomplete (Grade of "I").** An "I" is given to students who satisfactorily complete the majority required work in a course (usually 75%), but were prevented from completing the remaining course work due to extenuating circumstances. The instructors should visit with the student, come to a mutual understanding of the student's responsibility, and outline the work required to earn a satisfactory grade. The "I" grade is not given at midterm. The conditions for removal of an "I" grade are indicated on the appropriate forms provided by the instructor. **The maximum time allowed students to remove an "I" is one semester.** The Vice-President for Academic Services may authorize the adjustment of this time period under extraordinary circumstances. It is the students' responsibility to satisfy the requirements stipulated by the instructor at the time the "I" is assigned. It is the responsibility of the instructor to initiate action to have the "I" grade replaced by the students' final earned grade. If an "I", the instructor does not change grade to a credit-bearing grade or an "F" within the specified time, the grade of "I" will permanently remain and not contribute to the student's GPA.