INCOMPLETE GRADE FORM

Winthrop University
Richard W. Riley College of Education

Notification of Grade of Incomplete

(This form must be filed in the office of the department chair in which the course is taught when a grade of Incomplete is being assigned). Note current catalog statement for policies governing assignment and removal of a grade of Incomplete.

Student Name_____ Student Number_____

Subject	Course No.	Section No.	Title	Credit Hrs.	Semester	Year	Grade

Requirement(s) to remove Incomplete (Be specific)_____

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_____(Use additional sheets if needed)

Comments_____

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_____ _____
Faculty Member's signature date

_____ _____
Student's signature date

_____ _____
Chair's signature date

Copy to: Student
Faculty member
Department chair

Rev. 8/1/14