

By signing this form, the student acknowledges that it is his/her responsibility to complete the assigned work listed above in an orderly and timely manner so the incomplete grade can be removed. I also understand that if I do not complete the outstanding work by the established deadline my grade will automatically be changed to an “F.” By signing this form, the professor acknowledges his/her responsibility to evaluate the outstanding work submitted and submit a change of grade form no later than the date published in the catalog for removal of “I” grades.

Required Signatures:

Student _____

Professor Teaching the Course _____

Registrar _____