

REPORT OF INCOMPLETE GRADE
BUTLER UNIVERSITY

Student _____
Last First Middle I. Student ID Number (1st 9 digits)

has received a grade of Incomplete in _____
Subject/Course No. Title

for the _____ semester of the _____ academic year.

Circumstances which warranted the grade of Incomplete:

Requirement(s) for removing the grade of Incomplete:

Deadline for removing the Incomplete: _____

Instructor: _____ **Date:** _____
Printed Name Signature

Student Signature: _____ **Date:** _____

Associate Dean Signature: _____ **Date:** _____
(of instructor's college) Printed Name Signature

If the student is not available to sign, an electronic copy must be sent to the student. The completed form should be sent to Registration and Records where it will become a part of the student's educational record.

If the grade of Incomplete is not removed within the next session (fall or spring semester), the "I" will be changed to an "X".

Should circumstances require the removal of Incomplete in the absence of instructor, grades to date and full instructions regarding nature and weight of work to be completed should be left in the dean's office.

Last Updated May 2015