

**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: \_\_\_\_\_

Grade student should expect to receive if the course requirements are not completed by the deadline listed above:

**Instructor:**

*Printed Name*

*Signature*

**Date:**

**Student Signature:**

**Date:**

**Associate Dean Signature:**

*(of instructor's college)*

*Printed Name*

*Signature*

**Date:**

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 by 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 October 2021