



## MEMORANDUM

To: Department Chair

From: Faculty Member

Date:

I am assigning a grade of (I)ncomplete for the following student:

Student Name:

Student ID #:

Course Name:

Course Number:

Semester & Year:

Current grade at this point in the course:

Reason for (I)ncomplete:

List work to be completed for (I)ncomplete to be removed:

NOTE: Incomplete work must be made up in the following semester or term. An **I** which is not removed within the period prescribed in the university catalog automatically becomes and **F**