



Verification of Incomplete Grade Form

Instructions to the Instructor of Record

Use this form when issuing an incomplete grade providing all required information. Forward the original and additional attachments (as necessary) directly to the chair of the course in which you are the instructor of record. You must also provide a copy to the student. Once the student completes the course requirements, you must submit a grade change via Ozone.

Student OCID: _____

Print Student Name: _____
Last First

Address: _____

City: _____ State: _____ Zip: _____

_____ CRN Course Subject Section Semester/Year

**** The following information needs to match what was entered via Ozone when the "I" grade was issued. ****

Deadline for work to be completed. _____

****Students who are in their last semester of course(s) and petitioned for a degree or certificate must complete their course requirements successfully and meet all the graduation requirements within 60 days of the end of the term. Otherwise their petition for degree or certificate will be denied and the student will be required to petition for a future term.**

Work to be completed (attach additional documents**, as necessary – i.e. test, quiz, etc) Description must be sufficient to allow someone else to supervise completion of the course.

**** Copies of test(s) or quiz(es) student has not taken must be attached to chair's copy only. ****

Percentage of total course material still needing to be completed _____ (NOT more than 25%)

Proposed Letter Grade if work is not completed _____

If the student does not complete the missing assignments by the given deadline, the incomplete grade will be changed to the proposed letter grade submitted.

Print Instructor Name: _____
Last First

Instructor Signature _____ Date _____