



Cameron University Record of Incomplete (I) Grade

This form is to be completed by the instructor issuing the "I" grade, signed by all parties, filed in the academic department and submitted to the Registrar's Office, Room 205, North Shepler by the final grade entry deadline. If you have questions regarding this form, please call (580) 581-2239 or email registrar@cameron.edu.

Student's Name

Student ID#

CRN #

Subject

Course Number

Course Name

Semester: Fall Spring Summer Year

The university policy for issuing an incomplete grade is stated in the university catalog and is also outlined below.

An incomplete grade may be given to a student whose grade average is passing, but who did not complete a course at the end of the term. Students who receive an "I" will have no more than one year from the end of the semester in which the course was taken to complete the required work for the course. The instructor shall record the conditions and time limit for removing the "I" on this form to be filed with the Office of the Registrar.

It is the responsibility of the student to satisfy the requirements specified by the instructor at the time of the assignment of the "I". It is the responsibility of the instructor to submit a "Grade Correction" form to the Registrar. Students who receive an "I" will have no more than one year from the end of the semester in which the course was taken to complete the required work for the course. If, by the end of the year, no change in grade has been submitted, the grade of "I" will become permanent. In no case will an "I" be changed to an "F" after a student has graduated. "I" grades are neutral and not counted in GPA calculations.

Please specify the course requirements to be met before a final grade is given:

The above listed assignments must be completed no later than: _____

Current grade in this course: _____

Student Signature (optional): _____

Date: _____

Instructor Signature (required): _____

Date: _____