

**Eastern New Mexico University-Ruidoso Branch Community College
Incomplete Grade Form**

This form must be completed for each student and in each class when an Incomplete is given. Please submit completed forms to Student Services.

Student Name _____

Student ID _____

Course Name, Title & CRN _____

Instructor Name _____ **Phone:** _____

Semester & Year _____

Indicate student grade as of today (A, B, C, D, F, S, U) _____

Reason(s) for the Incomplete _____

Work to be completed in order to remove Incomplete:

Final Exam _____ **Term Paper** _____

Other: _____

Deadline to complete work (may not exceed the last day of the next semester; summer does not constitute a semester for this regulation) _____

Note: The grade of "I" will remain on the student's transcript until a Change of Grade form is submitted to Student Services. If no Change of Grade form is submitted by the end of the following semester, the grade of "I" will be changed by Student Services to "F".

Instructor signature

Date

Student signature

Date