

\_\_\_\_\_  
Date

Copy to:  
\_\_\_\_\_  
Registrar  
\_\_\_\_\_  
Student  
\_\_\_\_\_  
Advisor

**COLLEGE OF COASTAL GEORGIA  
INCOMPLETE GRADE RECORD**

\_\_\_\_\_  
Student Course Semester

Description of Requirements to be completed:

Description of “non-academic reasons beyond the student’s control” that establishes the basis for the “I” grade:

Existing Grades or Average:

Descriptions of method of computing final grade when work is completed, i.e., how are existing grades and uncompleted grades to be weighted in final average?

The symbol “I” indicates that a student completed 80% of his/her work satisfactorily, but, for non-academic reasons beyond his/her control, was unable to meet full requirements of the course. If an “I” is not satisfactorily removed after midterm of the next semester, the registrar will change the “I” to the grade “F”.

\_\_\_\_\_  
Student Signature/ID Number

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Dean’s Signature

\_\_\_\_\_  
VPAA Signature