

**COLLEGE OF LIBERAL ARTS  
INCOMPLETE GRADE DOCUMENTATION FORM**

**To the Instructor:** Please complete this form for each INCOMPLETE GRADE you give. The form must be completed at the time of issuing a final grade for the course, and a copy of the form should be emailed to the student, department, and COLA office.

**Guidelines for Incompletes:** The grade of I (Incomplete) indicates that the student has completed at least 70% of the course and is passing (generally, a C or better) at the time of the Incomplete. See the Incomplete policy here (under "Types of Grades"): <https://catalog.marshall.edu/undergraduate/academic-information/>.

**Student's Name** \_\_\_\_\_ **901#** \_\_\_\_\_

**Course (Department, Number, Section, CRN, Credit Hours)**  
\_\_\_\_\_

**Course Title** \_\_\_\_\_ **Term** \_\_\_\_\_

**Deadline for Removal of Incomplete (may not exceed one semester)** \_\_\_\_\_

**Current grade at time of Incomplete** \_\_\_\_\_ **Date of last attendance/participation** \_\_\_\_\_

**Requirements for Removal of Incomplete** (Grade of I will become an F if requirements are not met in specific time.) *Please specify what grade(s) students must earn on assignments in order to successfully complete the course. Once these requirements are met, the instructor must submit a [grade change form](#) to the Registrar's office.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_