

Approved

UNIVERSITY OF SOUTH CAROLINA  
ASSIGNMENT OF INCOMPLETE GRADE  
(TO BE SUBMITTED TO DEPARTMENT CHAIRPERSON/DEAN  
AS PART OF FINAL GRADE REPORT)

*the student will have up to 12 months in which to complete the work before a permanent grade is recorded*

I - INCOMPLETE, indicates satisfactory attendance and performance, but failure to complete some portion of the assigned work in a course. By arrangement with the instructor, undergraduate students will have a maximum of 12 months from the date the "I" is assigned to complete the work. The grade of "I" for graduate students may be made up at the discretion of the instructor in accordance with the practices of the Department concerned.

The grade of "I" is treated as an "F" in the grade point ratio computation until a final grade is received by the Office of the Registrar.

Work to be completed must be submitted in sufficient time for the grade to be assigned and processed.

NAME OF STUDENT \_\_\_\_\_  
Last First Middle

STUDENT NUMBER \_\_\_\_\_

SEMESTER "I" GRADE ASSIGNED \_\_\_\_\_

COURSE \_\_\_\_\_  
Department Course Number Section Credits

COURSE TITLE \_\_\_\_\_

REASON FOR INCOMPLETE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITIONS FOR MAKE-UP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE FOR MAKE UP \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Copy to: Records Office - White Copy  
Department - Chairperson (or Dean of College/School) - Canary Copy  
Instructor - Pink Copy  
Student - Goldenrod Copy