

THE CATHOLIC UNIVERSITY OF AMERICA  
School of Arts and Sciences

GRADE OF INCOMPLETE (I)  
For Graduate Students

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course Title and Number \_\_\_\_\_

Academic Year \_\_\_\_\_ Semester (circle one)    Fall    Spring

Instructor's Name \_\_\_\_\_  
Please print

The grade of Incomplete (I) has been recorded for the above course. You are encouraged to complete the work as soon as possible. Two deadlines need to be adhered to as indicated below.

**All work for this course is to be completed and submitted to the teacher by the following date \_\_\_\_\_.**

**Teachers must post the grade no later than mid-term of next semester. Failure to change the grade by mid-term results in an "F" for the course.**

The remaining work includes:

Please sign below to indicate your acceptance of these requirements. Keep one copy of this form for your records.

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor  
Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Dept. Chair/Program Director  
Associate Dean Mayhall 107 McMahan  
(graduate)