

Off-Campus Programs
802 Industrial Drive
Mount Pleasant, MI 48858

STATEMENT OF REQUIREMENTS FOR REMOVAL OF INCOMPLETE OR DEFERRED GRADES

(A temporary grade of "I" is assigned when a student is unable to complete course requirements due to unpredictable circumstances. **Therefore, a request for an Incomplete must be initiated by the student.** Instructors are to use the criteria stated below to assist in their decision making process. If approved, every effort should be made to set a reasonable deadline for timely completion of the remaining course work.)

DIRECTIONS TO INSTRUCTORS:

Please complete the items below and submit to your program center.

Student's grade at this point: _____ (An "I" is only to be given to a student if he/she is doing satisfactory work.)

Percent of total course work completed at this point _____ (50% or more of course work must be complete to issue an "I")

If the above two criteria are satisfied, an "I" may be issued.

GRADE ISSUED: Incomplete Deferred

Student's Name _____ CMU I.D. # _____
Last First Initial

Student's Phone Number: Day _____ Evening _____

Course # _____ EPN: _____ Title: _____

Class Date/Start Date: _____ End Date: _____ Year: _____

Center/Cohort where class was held : _____

REMAINING REQUIREMENTS TO REMOVE INCOMPLETE OR DEFERRED GRADE (Please indicate and describe)

Examination (where available, who should grade this, etc.) _____

Paper (describe assignment, who should evaluate, etc.) _____

Other (specific requirements) _____

Date materials are due from the student: _____

Other pertinent information which will be of help in accurately evaluating this student in absence of instructor: _____

X

Instructor's Signature

Phone

Date