



INCOMPLETE FORM

Arkansas State University Mountain Home

COURSE: _____

SEMESTER/YEAR: _____

INSTRUCTOR: _____

STUDENT NAME: _____

STUDENT ID: _____

ATTENTION: STUDENT AND FACULTY
All grades of Incomplete must be resolved
before further financial aid is approved.

POLICY:

A grade of "I" may be recorded when a student who has ***successfully completed 75% of the requirements*** of a course is unable to meet all course requirements for reasons beyond his/her control. A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed to a grade of "F" for the grade and GPA purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed (as outlined below) and the final grade is reported before the end of that semester.

REQUIREMENTS TO CHANGE "I" TO LETTER GRADE

Student's Signature (If Available)

Date

Instructor's Signature

Date

Division Chair's Signature

Date