



278 WHITES BRIDGE ROAD, STANDISH, MAINE 04084
REGISTRAR'S OFFICE (207)-893-7798

INCOMPLETE GRADE FORM

(Traditional Program)

An incomplete grade ("I") is given only for serious reasons (documented illness or emergency). Failure to complete the work within six weeks of the last class day of the semester within which the course was taken will result in an AUTOMATIC failure ("F").

Student _____ Phone# _____

Course No. _____ Course Title _____

Reason work not completed: _____

Work to be accomplished: _____

Due date: _____.

The faculty member is to submit the grade to the Registrar's Office within seven days of receipt of the student's work.

Student's Signature

Date

Instructor's Signature

Date

Dean's Signature

Date

The student should keep copies of all work completed, lest there be a problem of lost materials. *This form is to be completed no later than the last day of exams.*