

Haigazian University

Record of Incomplete Grade

Student Name:

Student ID Number:

Semester:

Course / Section:

Name of Instructor:

Reason for Incomplete:

Material Not Completed:

☐ Final Exam

☐ Term Paper

☐ Test(s) - Specify if one or more:

☐ Other (Specify):

Date Set for Completing the Work:

Percentage Given to the Incomplete Work:

Grade for Work Already Completed:

Date:

Signature of Instructor: