



Faculty Instructions: Enter I grade when grading. Determine default grade to be entered by using 0 for all missing work. Email a copy of this completed form to the student with an additional copy to your college/school dean's designee. Refer to the academic calendar <https://www.seattleu.edu/redhawk-axis/academic-calendar/> for the deadline to change I grade.

Student ID Number: _____

Student Name: _____
Last First Middle

Term/Year of Incomplete: Fall ____ Winter ____ Spring ____ Summer ____

| COURSE: | | | |
|------------------------------------|----------------------|--------------|--|
| Subj & Course # (e.g. ENGL 110) | Section (e.g. 01) | Course Title | Deadline for coursework to be submitted |
| _____ | _____ | _____ | _____ |

Failure to complete outstanding coursework will result in a final grade of _____ for the course.

Date Sent to Student: _____

Outstanding Coursework:

Detailed Description:

► Faculty Signature: _____ Date: _____

Note: Keep original, do not submit form to the Registrar's Office