



**Report of Incomplete Grade
Undergraduate Courses
Spring Semester 2007-08**

To submit an Incomplete grade:

1. Provide the information requested below.
2. Submit this form to the Registrar's Office by Tuesday, April 29 at 4:00 p.m.
3. Catalog policy indicates that Incomplete grades are to be resolved within six weeks after the end of the semester. Please submit all final grades by Friday, June 13. This date is seven weeks after the end of the semester, so this should allow enough time for all final grades to be determined. Submit final grades through the Registrar's Office website at <http://www.emu.edu/registrar/gradechange.php>.
4. If you have questions, contact Rachel Smith, Assistant to the Registrar, at rachel.smith@emu.edu or extension 4085.

Student name: _____ ID: _____

Course: _____

Department Number Section Title

This student qualifies for an Incomplete grade for the following reason:

Instructor signature: _____ Date: _____