

INCOMPLETE GRADE ASSIGNMENT FORM

Georgia Board of Regents' Policy requires that all "I" grades must be assigned due to non-academic reasons. This form must be completed for each "I" grade assigned as required by state auditors, and the form must be submitted to the Records Office.

Student's Name: _____

Social Security Number: _____

Course Reference Number: _____ Course Prefix & Number: _____

Instructor's Name: _____ Semester: _____

Reason for Assignment of "I" grade: ***MUST BE NON-ACADEMIC***

IMPORTANT NOTE:

AN "I" MUST BE SATISFACTORILY REMOVED DURING THE FOLLOWING ACADEMIC SEMESTER OR THE SYMBOL "I" WILL BE CHANGED TO THE GRADE "F" BY THE RECORDS OFFICE.