

**HISTORY DEPARTMENT
ASSIGNMENT OF INCOMPLETE GRADES**

The University of Georgia policy regarding grades of Incomplete states:

“‘I,’ Incomplete. This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. **If an ‘I’ is not satisfactorily removed after two semesters*, the symbol ‘I’ will be changed to the grade of ‘F’ by the appropriate official.**” *[spring, fall or summer semester]

Within the time limit established by University policy, the Department of History recognizes the individual instructor’s authority to require a student to remove an ‘I’ in less than two consecutive semesters. Failure to remove the ‘I’ by the time stated in the deadline as indicated below will result in the student receiving an ‘F’ in the course.

Student’s name _____ ID# _____

Phone: _____ email: _____

Student’s address _____

Course number and title _____

Semester “I” to be given: _____

To remove the incomplete grade, the student must complete the following:

DEADLINE for completion of work: _____

If class attendance is part of the requirement for removal of the incomplete grade, indicate semester, instructor, and call number of class to be attended:

(Semester) (Instructor’s Name) (Call number)

The student may not register for this course again while attempting to remove the incomplete (“I”).

Student’s signature

Instructor’s signature

Coordinator’s signature

Date

- DISTRIBUTION:
1. Student (give or send copy directly to student)
 2. Course instructor
 3. Department Office