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**REASON FOR INCOMPLETE GRADE FORM**

I have awarded a grade of Incomplete for \_\_\_\_\_ (student name) \_\_\_\_\_ (student ID)  
in \_\_\_\_\_ (course code, course number, section number) during \_\_\_\_\_ (term and year).

I assigned this grade of incomplete for the following reason:

In order for the incomplete to be removed, the student must do the following by \_\_\_\_\_ (\*date):

*\*Please note that, per policy, the deadline for completion must not extend beyond thirty days from the end of the semester which the incomplete grade was assigned. In exceptional cases, requests for completion deadlines past thirty days should be directed to the Office of Academic Affairs for approval.*

As a faculty, I understand that, per college policy, incompletes should only be awarded to a student that has encountered unexpected and significant challenges, such as documented medical or personal emergencies, that prevent them from completing the required coursework. I understand the student should be in good academic standing at the time of the request. In addition, the incomplete work should have occurred primarily after the college’s formal withdrawal date as outlined in the academic calendar. I know that course failure or unexcused class absences may not be used as reasons to assign an incomplete grade.

**Note:** If the incomplete grade is not removed by the designated deadline, the “I” grade will automatically be changed to an “F” grade on the student’s transcript. Incomplete grades contribute neither to the number of hours attempted nor the quality points for grade point calculations; however, they are included as attempted hours for financial aid purposes. Students should contact the Office of Financial Aid with any questions.

\_\_\_\_\_  
Professor Signature

\_\_\_\_\_  
Date

*This form must be turned into the Office of Records by the faculty via in person or emailed to the Office of Records via the faculty member’s Millsaps email address.*

**FOR RECORDS OFFICE USE ONLY:**

\_\_\_\_\_ INITIAL OF PERSON WHO INPUT “I” GRADE

\_\_\_\_\_ DATE OF WHEN “I” WAS INPUT