

**PURDUE UNIVERSITY
REPORT OF AN INCOMPLETE GRADE (I, PI, or SI)**

Current policy stated in University Regulations states that an incomplete grade may be given under the following circumstances:

1. The student's work was interrupted by *unavoidable absence* or other causes beyond a student's control.
2. The student is *passing the course* at the time it was interrupted.
3. The completion of the course *does not require the student to repeat the class*.
4. The incomplete grade *is not to be used as a substitute for a failing grade*.

An instructor may consult with the Dean of Students to determine whether the circumstances may warrant a grade of incomplete.

CRN	Subject	Course Number	Title	Session Incomplete Issued	Grade Earned Thus Far

1. The reason for the incomplete is as follows:

2. Indicate the grade the student has earned for the work completed. List the requirements the student must complete in order to receive a permanent grade.

3. Given the above requirements, exactly how is the final grade to be computed, including weights?

Signature of Instructor (Registrar Form 60 to be filed in instructor's departmental office)	Date
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A completion grade may be reported using a Form 350 and submitting it to HOVD 45, Office of the Registrar.