

**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?

<b>Signature of Instructor</b> (Registrar Form 60 to be filed in instructor's departmental office)	<b>Date</b>
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