



Kenai Peninsula College

UNIVERSITY *of* ALASKA ANCHORAGE

Incomplete Grades Form

This form is to be used for all incompletes assigned.

Name of Student: _____ Semester: _____

Instructor's name: _____ Course Number: _____

Course Title: _____

1. What course objectives or assignments must the student complete to receive a permanent grade?

2. What objectives has the student completed?

3. What grade is the student maintaining for the course work already completed?
(Check one of the following) A B C D F

4. Did you inform the student that when an Incomplete is assigned, he/she is not entitled to further instructions? Yes No

5. When do you expect the student to complete the course requirements?

Instructor's signature: _____ Date: _____

Please forward completed form to Records Office.