

**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:

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

CRN	Subject	Course Number	Title	Semester/Term	Incomplete Issued	Grade Earned Thus Far
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1. The reason for the incomplete is as follows:
2. Date expected for completion:
3. List the requirements the student must complete in order to receive a completion grade.
4. 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

By checking this box, the faculty assigning the incomplete is acknowledging that they have discussed the incomplete with the student and/or their advisor and they are in agreement with the requirements and timeline to earn a completion grade.

A completion grade may be reported using the [Grade Change Workflow](#).