Incomplete/ In-Progress Conversion Form

This form is to be used to change an Incomplete or In-Progress grade to a final grade. Incomplete and In-Progress grades may not be changed once grades have defaulted.

Student Name: ________________________________ ID No.: ________________________

Course: ________________________________

CRN SUBJ. Course No. Credits

Course Title: ________________________________

Semester and Year course was taken: ________________________________

Grade change from an INCOMPLETE or IN-PROGRESS grade to a ____________________

Signature of Instructor ________________________________ Date: ________________

Signature of Registrar ________________________________ Date: ________________