

**SAINT MARY'S COLLEGE**  
**REPORT OF INCOMPLETE GRADE FORM**  
**RETURN TO REGISTRAR'S OFFICE**

Fall Semester, (year) \_\_\_\_\_

Spring Semester, (year) \_\_\_\_\_

*The grade of "X" is used to indicate the course has not been completed due to circumstances beyond the control of the student. It will convert to an "F" on the permanent record if not changed to a passing grade within 30 days after the beginning of the next semester. Extenuating circumstances must be explained on this form when recording an "X" grade.*

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Class of... \_\_\_\_\_ Major \_\_\_\_\_

Instructor\* \_\_\_\_\_

Course Dept/number: \_\_\_\_\_ CRN Number \_\_\_\_\_

Reason for "X" Grade \_\_\_\_\_

Work That Must Be Completed \_\_\_\_\_

Estimated Grade in Course \_\_\_\_\_

Last Date Work Will Be Accepted \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\*If someone other than instructor will evaluate work or submit grade, give his or her name also.