



GRAND VALLEY  
STATE UNIVERSITY  
REGISTRAR'S OFFICE

GRAND VALLEY STATE UNIVERSITY  
INCOMPLETE GRADE FORM

Name: \_\_\_\_\_  
Last Name First Name Middle Name G Number

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Discipline and Number  Title

Semester and Year  Credit Hours

Resolution of Incomplete: I to  Date

Reason for Incomplete:

Work required to makeup Incomplete:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

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

Instructor's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

1. An Incomplete is given only under extenuating circumstances (serious illness, etc.)
2. It is always the responsibility of the student to see that all work is made up within the allowed period of time
3. Instructors are required to file a change of grade form or request an extension of the Incomplete grade at the end of each semester.