CLAS Incomplete Grade Electronic Form Instructions

Academic Year: 2013/2014

Please fill out the entire electronic Incomplete Grade form.

Once the electronic Incomplete Grade Form is completed, please save the file with the title including the students’ first and last name, course code, course number and section number (e.g. Roxanne Mol ANT 204 05). This will help with the retrieval and archiving process.

Upon completion of the form, please send copies of the form as an attachment to:

* Office Coordinator
* Unit Head
* CLAS Dean’s Office-Roxanne Mol ([molr@gvsu.edu](mailto:molr@gvsu.edu) )
* Student

It is especially important that the last day of academic activity is completed on each form and that you include the default grade\* in the event that the required student work is not completed by the deadline.

Upon receipt of the incomplete grade report from Records, Roxanne Mol will notify the unit of the incomplete grade electronic forms not yet received.

\*Please note: New to this electronic form is the **default grade** option. That means the instructor will include a default grade if work is not completed. If the academic work is not completed by the deadline, this grade will automatically be assigned to the student.

\*\* Note to Apple/Mac users: If you have trouble completing this form, IT has stated that this form works best with Adobe software.