



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD  
BETHESDA, MARYLAND 20814-4799



## Incomplete Grade Form

An incomplete grade (I) is a temporary grade that may be given at the instructor's discretion to a student who needs additional time to complete a class due to extenuating circumstances.

Student Name: \_\_\_\_\_ Student Empower ID #: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Course in which the grade of Incomplete (I) was awarded:

Term Course is/was offered:  Fall  Spring

Winter (GEO-Only)  Summer

Title of Course: \_\_\_\_\_ (ex: Surgery Clerkship)

Course #: \_\_\_\_\_ (ex: SUO3200)

Date by which all remaining work must be completed: \_\_\_\_\_

The following work remains to be completed: (to be completed by the course instructor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

By agreeing to the interim grade of (I), the student acknowledges his or her responsibility to complete all remaining assignments and examinations before the (I) grade converts to an (F).

\_\_\_\_\_  
Student Name (Print)                      Student Signature                      Date

\_\_\_\_\_  
Course Instructor Name (Print)      Course Instructor Signature      Date

*Completed and signed forms must be submitted to the Office of the University Registrar at [grademodifications@usuhs.edu](mailto:grademodifications@usuhs.edu). This form will be kept in the student's electronic file.*