



Virginia Military Institute  
**REPORT OF INCOMPLETE SEMESTER GRADE**

**POLICY:** A grade of (I)ncomplete for a final course grade can be assigned only to a cadet who for medical or emergency reasons is unable to complete all required course work. In those cases, the Report of Incomplete Semester Grade form must be completed by the instructor, signed by the student (if applicable), signed by the department head, approved by the Dean, and submitted to the Registrar's Office.

**DEADLINE FOR GRADE SUBMISSION:** A grade of (I)ncomplete for a course taken during the regular academic year will become an F if the work remains incomplete at the mid-term of the succeeding fall or spring semester.

**NOTE:** Assignment of an incomplete grade will exclude a cadet from being named to the semester Dean's Honor List and Distinguished in Academic Merit (Gold Stars).

*This form MUST be submitted to the Registrar's Office prior to the grade deadline. Incomplete grade requests will not be accepted without this form and need to be verified by the Registrar prior to approval and posting.*

CADET NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ MAJOR: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

SEMESTER & YEAR COURSE TAKEN: \_\_\_\_\_

MEDICAL / EMERGENCY REASON FOR ASSIGNING INCOMPLETE GRADE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE BY WHICH ALL WORK MUST BE SUBMITTED  
IN ORDER TO RECEIVE A FINAL GRADE IN THIS COURSE: \_\_\_\_\_

CADET SIGNATURE: (If Available) \_\_\_\_\_ Date: \_\_\_\_\_

PROFESSOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DEAN'S APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

(THIS FORM **MUST** BE COMPLETED AND SUBMITTED TO THE REGISTRAR'S OFFICE – 303 SHELL HALL BEFORE AN INCOMPLETE GRADE WILL BE ACCEPTED FOR FINAL SUBMISSION.)