REPORT OF INCOMPLETE WORK
UNIVERSITY OF HAWAI’I AT HILO

FALL ______ SPRING ______ SUMMER _______ Date Filed ________

Name of Student _________________________________________________________
(Print)

SSN ___________________________ E-mail _______________________________

Course ____________________________ Instructor ___________________________

An Incomplete (I) grade may be given for a course when illness, necessary absence, or circumstances beyond the control of the student prevent the completion of course requirements by the end of a semester or summer session. An incomplete grade may not be given as a substitute for a failing grade.

Give instructions indicating what work must be done to complete the requirements for this course.

_________________________________    __________________________________
Student Signature & Date    Instructor Signature & Date

First Copy: Student
Second Copy: Instructor