

**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**