

REPORT OF INCOMPLETE WORK
UNIVERSITY OF HAWAII AT HILO

Fall _____ Spring _____ Summer _____ Date Filed: _____

Name of Student: _____
(Print)

Student ID #: _____ E-mail: _____@hawaii.edu

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 give as a substitute for a failing grade.

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

Student Signature & Date

Instructor Signature & Date