

# COLT Course Incomplete Grade Record

**Deadline:** Completed and signed form is due in the Comparative Literature Office by the grading deadline.

**Instructions:** Open form in Adobe Reader, fill out, and then save. Reopen file to make sure that information was saved.

## Section 1 ~ to be completed by student

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ UO ID #: \_\_\_\_\_

Term: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Course Subject: \_\_\_\_\_ Number: \_\_\_\_\_ CRN: \_\_\_\_\_ Credits: \_\_\_\_\_ Grading Option: \_\_\_\_\_

Course title: \_\_\_\_\_ Instructor: \_\_\_\_\_

## Section 2 ~ to be completed by instructor

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Work **completed** for course and grade received:

Work **still remaining** for course and **percent of grade**:

Deadline for remaining work: \_\_\_\_\_

## Section 3 ~ to be signed only after sections above are completed

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(strongly recommended, or attach e-mail to student incl. requirements & deadline)*

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 4 ~ office use

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Date received in COLT office: \_\_\_\_\_ by: \_\_\_\_\_

Date coursework completed: \_\_\_\_\_ grade: \_\_\_\_\_