

**The University of Texas of the Permian Basin**  
**Office of the Registrar**  
**Report for Incomplete Work**

Semester - Fall   Spring   Summer (circle)

Year - \_\_\_\_\_

Instructor - Please complete the following:

1. Complete for each student you award the grade of "I"
2. Be sure the student understands all conditions of the contract and receives a copy after both of you have signed below
3. Submit this copy with your grade sheet to the Registrar's Office.

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Instructor \_\_\_\_\_

Discipline \_\_\_\_\_ Course & Section # \_\_\_\_\_

**If the work is not completed the grade in the course will be \_\_\_\_\_.**

Brief statement as to why student did not complete the course work:

Work to be completed:

Date work is to be completed by: \_\_\_\_\_  
(No later than the last class day of the next subsequent Fall or Spring semester.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Instructor, please give address and phone number for the next semester if you will be moving.*

Address \_\_\_\_\_ Phone \_\_\_\_\_