



Office of the Registrar
SSB 239

EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

SSB CPO 58
521 Lancaster Avenue
Richmond, Kentucky 40475-3158

Assigning an Incomplete Grade due to Military Activation (“IM”)

Note: Registrar’s Office requires a copy of the student’s military activation orders before assigning “IM” grade. If student has given copy to instructor please attach to this form. The student’s two year time clock (time allowed to complete course) begins with their deactivation. The student is to submit a copy of deactivation orders to the Registrar’s Office once the student returns to EKU.

Instructor: please complete this form and send copy to Registrar’s Office as well as your department chair.

To Registrar’s Office: Please assign this student a grade of “IM” for the specified term and course.

Student Name: _____

Student ID Number: _____ **Term:** _____

Course Prefix and Number: _____ **Course Section (CRN):** _____

INSTRUCTOR TO COMPLETE THE FOLLOWING:

Student’s grade at time of activation: _____

Student is to complete the following course assignments to satisfy outstanding coursework: *(attach additional sheets if necessary)*

I understand that this student has two calendar years, from their date of deactivation, to complete the coursework specified above and thereby meet the above requirements to change the “IM” to a letter grade. I affirm that the department office will have appropriate records regarding this “IM” agreement, including a copy of this agreement. Should I not be available to assist this student when he/she returns to EKU the department chair will have sufficient academic records to oversee completion of outstanding work and assignment of a letter grade to the above course.

Instructor Name: _____

Instructor Signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

In cases where student is not available to sign, a copy of this agreement will be mailed to student’s permanent address.