

INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"

TO INSTRUCTOR:

This form provides a permanent record of requirements to be satisfied for the removal of an **I** grade. This information is particularly critical if you are unavailable when the student proposes to make up work. Complete this form and give one copy to the student and one copy to the undergraduate adviser in your department.

University-wide Academic Senate Regulations 780(D) and UC Davis regulation A540.C provide that the grade Incomplete may be assigned when a student's work is **of passing quality** but incomplete for **good cause** as determined by the instructor, e.g., verified illness, emergency situation beyond student's control.

An I grade should not be assigned without informing the student.

I have assigned an **I** grade to: _____ ID #: _____

Email address _____

Student's Major: _____

Course Name and Number (e.g., ENG 100) _____ (CRN) _____ (Term) _____

1. Reason for assigning the Grade. Student's work is of passing quality but is incomplete because of:

☐ Illness: (it is appropriate to request verification) _____

☐ Other, as specified: _____

2. Work to be completed for removal of I grade (Academic Senate policy forbids students from reenrolling in a course to remove an I grade; review of subject matter by audit may be appropriate but requires approval to audit from the instructor teaching the course to be audited.)

☐ Final Examination only

☐ Other: List in detail:

3. Work must be completed by (*Students have up to 3 quarters of enrollment to complete work although an earlier deadline may be set by the instructor*): _____

4. Determination of grade:

Scores or grades for work completed and relative weight for determining course grade (e.g., Homework, 60 points, 20%):

An "I" grade must be replaced with a letter grade (or P or S grade) before the end of the **third succeeding quarter** (excluding summer sessions) of the student's academic residence, or the grade will revert to and F (or NP or U). If a student's degree is conferred before the expiration of the time limit for an I-grade conversion, and the grade is not replaced by the end of the third quarter succeeding the quarter in which the I grade was assigned, the I grade will remain on the student's record.

Instructor's Signature

Date

Original to Department adviser Copy to student