INCOMPLETE GRADE ASSIGNMENT

INSTRUCTIONS

INSTRUCTOR

Complete this form and obtain the student's signature or attach a written request from the student requesting the grade of Incomplete. Keep a copy for your files, give a second copy to the student, and forward the original to your department/school chair/director. For all courses a Change of Grade form must be submitted to your department/school in time for the grade to be converted by the last day of classes of the next semester (this is the last day of the Fall semester for Incompletes in Spring courses). If a Change of Grade form is not submitted by the deadline, the grade of "I" will be converted to a failing grade.

Should you approve of an extension of the time limit, complete the bottom of this form and resubmit it to the dean's office for final approval before the expiration of the appropriate deadline mentioned above. Be sure to enter the exact date of the extended deadline and sign the form.

STUDENTS TAKING UNDERGRADUATE OR GRADUATE LEVEL COURSES

You must finish all work necessary to complete this course in time to allow your instructor to evaluate your work and submit a grade to the department no later than the last day of classes of the next semester. Incompletes awarded in the Spring must be converted by the last day of classes in the Fall semester.

Should you desire an extension of the time limit you must contact your instructor before the expiration of the deadline (last day of classes). If your instructor does not report a grade for you or submit an extension request by the deadline, the grade of "I" will be converted to a failing grade.

DEPARTMENT/SCHOOL

After the chair/director signs, forward a copy to the dean's office. File the remaining copy for future reference. The Office of Records & Registration does not keep a copy of this form.

Name _____ [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Last First MI Student ID Number

Semester_____ Year _____ [ ][ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ] . [ ][ ]

Call No. Subject Course Section Credits

Reason For Incomplete Grade: _____

_____

_____

Course work remaining to be completed and specific deadline dates for completion: _____

_____

_____

_____ _____
Student's Signature Date

_____ _____
Instructor's Signature Date

_____ _____
Department Chair/Director Date

EXTENSION DATE

_____ _____
Instructor's Signature Date

_____ _____
Dean's Signature Date

VCU Division of Strategic Enrollment Management
VIRGINIA COMMONWEALTH UNIVERSITY

Office of Records & Registration • Grace E. Harris Hall • 1015 Floyd Ave., 1st Floor • P.O. Box 842520 • Richmond, VA 23284-2520 • www.rar.vcu.edu

VCU is an EEO/AA institution. ENR1314-3