

# Incomplete Grade Form

## Undergraduate and Graduate

**Identification:** When an 'I' grade is assigned to a student, enter the reasons on this form, the work to be completed, and the date it is due and return the form to the Student Services office (LBR-2210).

### Student Information:

Date \_\_\_\_\_  
Student Name \_\_\_\_\_ UID \_\_\_\_\_  
Academic Program \_\_\_\_\_ Academic Plan \_\_\_\_\_ Subplan \_\_\_\_\_

### Course Information:

Academic Term \_\_\_\_\_ Credits \_\_\_\_\_  
Title \_\_\_\_\_  
Subject \_\_\_\_\_ Catalog \_\_\_\_\_ Course Number \_\_\_\_\_  
Instructor \_\_\_\_\_

**Reasons for Incomplete Grade:** \_\_\_\_\_  
**(See RIT Policy D05.0 – Excerpt** \_\_\_\_\_  
**included at the end of this form)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work to be completed:**

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**Due Date for Make-Up Work:**  
(a fair due date for make-up work should be established, but also one that occurs as soon as feasible)

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**Student Signature:**

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**Instructor Signature:**

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**Department Chair/Director Signature:**

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**Processing:** A copy of the signed form will be given to the student, and to the faculty member. The original signed contract will be kept in the Office of Student Services to ensure the terms of the contract have been adhered to.

**Taken from RIT Policy D05.0 - Grades**

Incomplete – When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation (“I”) to a student. The instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a “Change of Grade” form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an “F” grade. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.