

INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"

TO INSTRUCTOR:

This form provides a permanent record of requirements to be satisfied for removal of "I" grade. This information is particularly critical if you are unavailable when student proposes to make up work. Complete and place on file with your departmental secretary.

Academic Senate Regulations 780 (D) and 540 (DR) provide that the grade Incomplete may be assigned when a student's work is a.) of passing quality but incomplete, b.) incomplete for good cause as determined by the instructor, e.g., verified illness, emergency situation beyond student's control.

Recommendation: Obtain prior agreement of student whenever possible, before assigning an "I" grade.

I have assigned an "I" grade to: _____ Student ID# _____

For: _____

(Course)

(CRN#)

(Term)

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

() Illness: how verified? _____

() Other, as specified: _____

2. Requirements to be satisfied for removal of "I" grade. (Student may not reenroll in the course to remove the "I"; review of subject matter by audit may be recommended.) **Please be specific in listing projects/assignments completed and to be completed.**

A. () Final Examination () Repeat Entire Course () MT1 () MT2

B. () Other; list in detail:

B. Scores or grades earned for completed work: _____

Relative weight of scores for a.) and b.) in determining final course grade: _____

Instructor Name

Instructor's Signature

Date

Student Name

Student's Signature

Date