

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 **of passing quality** but incomplete and **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: _____ ID #: _____

Address: _____ Phone: _____

College of your Major: _____

for: Entomology _____ (CRN) _____ (Quarter) _____

for: PPPM _____ (CRN) _____ (Quarter) _____

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.** (Students may not reenroll in the course to remove the I; review of subject matter by audit may be recommended.)

a. Final examination only

Other: list in detail. _____

AND _____

b. Scores or grades earned for work completed: _____

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

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 an 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. (For complete details, see the UCD General Catalog, page 66).

Instructor's signature

Date