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 two copies with your grade scan sheet to your department. For all undergraduate level courses a Change of Grade form must be converted within 30 days of the beginning of the Fall semester. For all graduate level courses a Change of Grade form must be submitted to your department by 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.

Students taking undergraduate 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 30 days after the beginning of the next semester. Incompletes awarded in the Spring must be converted within 30 days of the beginning of the Fall semester.

Should you desire an extension of the time limit, you must contact your instructor before the expiration of the 30 day deadline. If your instructor does not report a grade for you by the deadline, the grade of "I" will be converted to a failing grade.

Students taking 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 30 day deadline. If your instructor does not report a grade for you by the deadline, the grade of "I" will be converted to a failing grade.

Department
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: ____

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Course work remaining to be completed and specific deadline date for completion: ____________________

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____________________________ ____________________
Instructor's signature Date

____________________________ ____________________
Student's signature Date

Virginia Commonwealth University
Office of Records & Registration
Division of Student Affairs & Enrollment Services
P.O. Box 842520 • Richmond, VA 23284-2520
http://www.vcu.edu/enroll/rar/

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