

INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"

TO INSTRUCTOR:

This form provides a permanent record of requirements to be satisfied for removal of an 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 copies of course grade reports.

Academic Senate Regulations 780 (D) and 540 (DR) provide that the grade Incomplete shall be assigned only when the student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is Incomplete for good cause as determined by the Instructor. "Good cause" may include illness, serious personal problems, an accident, a death in the family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity.

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

I have assigned an I grade to \_\_\_\_\_

for: \_\_\_\_\_ (Course)

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.)

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:

\_\_\_\_\_

Instructor's signature

Date