

## **REQUEST FOR GRADE “INCOMPLETE”**

Academic Senate Regulation DD A540(C) states:

*“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 incomplete for good cause determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade... provided he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student’s academic residence...”*

### **LIFE CYCLE OF AN INCOMPLETE GRADE**

An “I” grade must be replaced with a letter grade (or P or S grade) before the end of the third succeeding enrolled 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, the graduated student shall have until the end of the third quarter succeeding the quarter in which the “I” grade was assigned to replace the “I” grade. If the time limit expires after a degree has been conferred and the “I” grade has not been replaced, the “I” grade will remain on the student’s record.

### **PROCEDURE FOR FILING INCOMPLETE GRADE FORMS**

Return the completed form to [bftvadvising@ucdavis.edu](mailto:bftvadvising@ucdavis.edu) before the new quarter begins.

### **INCOMPLETE GRADE REMOVAL**

Instructors can submit grade changes via the [Online Grade Change Tool](#). If you have questions about the tool or grade changes, contact the Grade Change Deputy at [GradeChanges@ucdavis.edu](mailto:GradeChanges@ucdavis.edu).

**INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"**

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 return this form to the Food Science Undergraduate Advisor before the last day of instruction. Forms can be submitted via email to [bftvadvising@ucdavis.edu](mailto:bftvadvising@ucdavis.edu).

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

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I have assigned an "I" grade to: \_\_\_\_\_  
(Student Name) (Student ID)

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 re-enroll in the course to remove the "I"; review of subject matter by course audit may be recommended.) **Please be specific in listing projects/assignments to be completed.**

Final Exam

Midterm Exam

Term Paper

Lab Assignments

Other

3. Explain in detail:

4. Scores or grades earned for completed work:

5. Relative weights of assignments in determining final course grade:

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Instructor Name (Print)

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Instructor's Signature

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Date