UNIVERSITY OF CALIFORNIA	DAVIS	COLLEGE OF ENGINEERING

INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"

TO INSTRUCTOR:

This form provides a permanent record of requirements to be satisfied for the removal of an **I** grade. This information is particularly critical if you are unavailable when the student proposes to make up work. <u>Complete this form and give one copy to the student and one copy to the undergraduate adviser in your department.</u>

University-wide Academic Senate Regulations 780(D) and UC Davis regulation A540.C provide that the grade Incomplete may be assigned when a student's work is **of passing quality** but incomplete for **good cause** as determined by the instructor, e.g., verified illness, emergency situation beyond student's control.

An I grade should not be assigned without informing the student.

I have assigned an **I** grade to: _____ ID #: _____

Email address _____

Student's Major: _____

Course Name and Number (e.g., ENG 100) _____ (CRN) _____ (Quarter) _____

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

    [ ] Illness: (it is appropriate to request verification) _____

    [ ] Other, as specified: _____

2. **Work to be completed for removal of I grade** (Academic Senate policy forbids students from reenrolling in a course to remove an I grade; review of subject matter by audit may be appropriate but requires approval to audit from the instructor teaching the course to be audited.)

    [ ] Final Examination only

    [ ] Other: List in detail: _____

    _____

    _____

3. **Work must be completed by** *(Students have up to 3 quarters of enrollment to complete work although an*

    earlier deadline may be set by the instructor): _____

4. **Determination of grade:**

    Scores or grades for work completed and relative weight for determining course grade (e.g., Homework, 60 points, 20%):

    _____

    _____

An "I" grade must be replaced with a letter grade (or P or S grade) before the end of the <u>third succeeding quarter</u> (excluding summer sessions) of the student's academic residence, or the grade will revert to and 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.

_____   Date

Instructor's Signature

_____

Original to Department adviser   Copy to student