

Incomplete Grade Agreement

This form provides a permanent record of requirements to be satisfied for removal of an 'I' grade and must be completed by the student and instructor prior to submission of an 'I' grade.

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 for good cause, as determined by the instructor, e.g., verified 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.

Student's Name: _____

Student ID #: _____

Course: _____ **Quarter and Year:** _____

Instructor: _____

Reason for incomplete grade:

Work already submitted (include grades and percentage breakdown):

Work remaining to be submitted (include percentage breakdown):

Due Date: _____

Student's Signature: _____

Instructor's Signature: _____

Please attach a copy of syllabus and/or course assignments, and send your completed form to ams-advising@ucdavis.edu