Incomplete Grade Form

TO THE COURSE INSTRUCTOR:

▪ Complete the information in the box below and submit this form to the Office of the Registrar. They will make a copy to send to the student.

▪ If the missing work is a final exam, the Academic Standards Committee will notify you if a make-up is approved and if you need to submit a make-up exam.

▪ In all cases, when the missing work is completed, enter the grade on the bottom of this form and submit it to the Office of the Registrar for processing.

▪ Enter the final grade in your personal records.

Student’s Name: ___________________________ YU ID #: ___________________________
Semester: ____________ Dept: ____________ Course #: ____________ Section: _____ CRN: ____________
Course Title: ____________________________
Missing Work: □ Final Exam
□ Paper(s) / Other (specify) ____________________________
Faculty Signature: ____________________________ Date: ____________________________
Faculty Name (please print): ____________________________

TO THE STUDENT:

▪ Please review this Incomplete Grade Form carefully, including the description of your missing work and the deadline for its submission. This deadline is firm.

▪ If you do not complete this work (papers, exams, etc.) in time for your instructor to re-evaluate your grade by the deadline, your incomplete grade will become an ‘F’ and will not be subject to change.

▪ If you have a very compelling need for an extension, you must submit a written request to the Office of the Dean before the deadline.

▪ Requests will not be accepted after the deadline has passed.

▪ If you miss a final exam, you must file a Final Make-up Request Form in the Office of the Dean. You will be informed in writing if a make-up exam is approved.

▪ Incomplete grades will be finalized by the 3rd week of the following semester in which the grade is received.

▪ To earn a January degree, fall grades must be finalized by the end of January. To earn a May degree, spring grades must be finalized by the end of May.

Final Grade: ____________ Faculty Signature: ____________________________ Date: ____________________________
Office of the Registrar - Processed by: ____________________________ Date: ____________________________

Updated 10/24/2011