



Departmental Request for Grade of Incomplete

- Do not re-register for this course. The section below includes instructions to remove the Incomplete grade.
This statement serves as a record of outstanding requirements to be completed by the student in the course. It also serves to assist in the reporting of grades if the original instructor is not available.
The student, faculty member and department should each retain a copy of this completed form.
An undergraduate cannot graduate with a grade of Incomplete on his/her record. A final grade must appear on the undergraduate student's record prior to the conferral date or the student's name will be removed from the graduation list.

Student Name: Last First

Person Number: UB Email:

Phone number(s): Cell:

Major(s)/Graduate Degree Program:

Enter below the default grade, course number, semester, and year you were registered for this course. Undergraduate default options - I/B+, B, B-, C+, C, C-, D+, D, or F Graduate default option - I/U (Ex. I/B, MTH 141, Fall 2007):

Default Grade: I/ Course Number: Semester: Year: 20

Course requirements to be completed:

- 1.
2.
3.
4.

Reason for requesting Incomplete:

- Personal illness Family emergency Other: (explain)

I request a grade of Incomplete. To replace this grade, I agree to complete the course requirements listed above by (please fill in date): / / .

Student Signature: Date: / /

Faculty Signature (approval): Date: / /

NOTE: An instructor may set a shorter time limit for removing an Incomplete than the 12-month time limit. However, if the course requirements are not completed after a period of 12 months, the Incomplete will automatically be changed to the default grade. More information about the Incomplete grading policy can be found at:

- Graduate http://www.grad.buffalo.edu/policies/incompletegrades.php
Undergraduate http://undergrad-catalog.buffalo.edu/policies/grading/explanation.shtml

COURSES TAKEN IN Default Grade Posted after 12 months

Table with 2 columns: COURSES TAKEN IN (Fall, Spring, Summer) and Default Grade Posted after 12 months (December 31, May 31, August 31)