

Departmental Request for an Incomplete Grade

- 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 student cannot graduate with an incomplete grade on his or her record. A final grade must appear on the student's record prior to the conferral date of the student's name will be removed from the graduation list

Student Information:

Last Name	<input type="text"/>	First Name	<input type="text"/>	Person Num.	<input type="text"/>
UB Email	<input type="text"/>	Plan (Major)	<input type="text"/>	Semester	<input type="text"/>

I request an incomplete grade for the following course:

Registration Number	<input type="text"/>	Department	<input type="text"/>	Course Number	<input type="text"/>	Section	<input type="text"/>
Semester	<input type="text"/>	Year	<input type="text"/>	Default Grade (I/)	<input type="text"/>		
Anticipated Date of Completion	<input type="text"/>						

I will complete the following requirements:

Reason for requesting the incomplete grade:

- Personal Illness Family Emergency Other (explain below)

Student Signature	<input type="text"/>	Date	<input type="text"/>
Faculty Signature	<input type="text"/>	Date	<input type="text"/>

Note: An instructor may set a shorter time limit for removing an incomplete that 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 may be found at <http://undergrad-catalog.buffalo.edu/policies/grading/explanation.shtml>. Default grades will post for Fall courses on December 31, Spring courses on May 31, and Summer courses on August 31 of the following year.

The student, instructor, and department must keep a signed copy of this form.