UB University at Buffalo *The State University of New York*   **Student Academic Records & Financial Services**

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

Fall	December 31
Spring	May 31
Summer	August 31

Revised May 2008