INSTRUCTOR'S REPORT OF ASSIGNMENT OF "INCOMPLETE" GRADE

Department of Statistics, UC Davis

This form provides a record of requirements to be satisfied for the removal of an Incomplete grade. Please complete the form and place it on file with the Statistics Department's Undergraduate Program Coordinator. A copy should also be given to the student.

<u>University Policy:</u> Academic Senate Regulations 780 (D) and 540 (DR) provide that the grade Incomplete may be assigned when a student's work is a) of passing quality but incomplete and b) incomplete for good cause as determined by the instructor, e.g., verified illness, emergency situation beyond student's control.

<u>Incomplete Timeline:</u> An 'I' grade must be replaced with a letter grade (or P or S grade) by the end of the third succeeding quarter (excluding summer sessions) of academic residence, or the grade will revert to an F (or NP or U). Additional details can be found at https://registrar.ucdavis.edu/records/grades/incomplete.

<u>Instructor Responsibilities:</u> The instructor assigning the 'I' grade bears the responsibility of assisting the student in completing the remaining work within the three-quarter timeline. If the student is recommended to audit the class or take the final exam with another instructor, the original instructor and/or department staff can help make arrangements. The student's final course grade should be determined by the original instructor on the basis of their grading policy set forth for the class for which the student earned the 'I' grade. The original instructor can remove the 'I' grade using the Online Grade Change Tool (https://registrar.ucdavis.edu/faculty-staff/ogc). An I grade should not be assigned without informing the student.

<u>Student Responsibilities:</u> Provide documentation to instructor that necessitates the assigning of an incomplete, make arrangements for completing work, and understand the lifecycle of an incomplete.

I have assigned an Incomplete grade to		Sto	Student ID#	
For Course:	CRN:	Quarter:		
Reason for assigning the grade. S	tudent's work is of passi	ing quality but is incom	plete because of:	
\square Illness: How Verified? _				
\Box Other, as specified:				
Requirements to be satisfied for review of subject matter by audit and to be completed. Please atta	may be recommended.) Please be specific in li	sting projects/assignments completed	
A). □ Final Examination Only	☐Recomplete All Cours	sework 🗆 Other;	list in detail:	
B). Scores or grades earned for wo	ork completed:			
Relative weight of scores for A) a	,	•		
Instructor Name	- Instructor	's Signature	Date	
Student Name	Student's	 Signature	 Date	