

Student Name: _____

Course (XXXX-###): _____

UID #: _____

Course Title: _____

Plan Code: _____

Term: _____

To the Faculty: When "Incomplete" or "F" grades are given at the end of the term, the reason for either grade are to be entered on this form and submitted to The College of Art and Design Student Services Office. In the case of "Incomplete" grades, the work to be completed and the due date should be noted on the form and communicated to the student.

Reason for "Incomplete" grade and work to be completed: *(Be specific)*

Due date for submitting make-up work: _____

To the Student: Remember that it is your responsibility to make up the "Incomplete" work (see student handbook for official policies on "Incomplete" grades) as stipulated by the instructor in the section above.

Reason for "F" grade:

Faculty Member's Signature: _____ Date: _____

Faculty: Email to artdesign.advising@rit.edu

WHAT YOU SHOULD KNOW ABOUT THE INCOMPLETE GRADE

The Grade

The Incomplete (I) grade is a temporary grade.

Date Work is Due

The instructor sets the deadline for course work to be completed, but the maximum is two semesters, including summer, after the “I” grade was given.

Changing the Grade

After the course work is completed, the instructor completes a Change of Grade form.

The Automatic “F” Grade

At the end of two semesters, the “I” grade will automatically convert to an “F” grade unless the Registrar’s Office has received a “Change of Grade/Extension of Incomplete” form from the instructor.

Extension of Incomplete Grade

The time period to complete course work may be extended an additional semester if the instructor completes the “Change of Grade/Extension of Incomplete” form. This must be done before the end of the second semester.