



Incomplete Grade Form

Undergraduate and Graduate

Identification

This form can be filled in by hand. This form can also be computer printed. (Forms completed using some versions of the Mac Preview app may appear to lose data. The solution is to “flatten” the PDF in Preview by first printing it to pdf.)

When an 'I' grade is assigned to a student, enter the reasons on this form, the work to be completed, and the date it is due and **return the form to the appropriate program coordinator in the Computer Science office (GOL, 3005).**

Student Name

Date

Department

Year Level

Course Name

Course Number

Instructor

Credits

**Reasons for
Incomplete Grade
(See RIT Policy D05.0 –
Grades; excerpt included
at the end of this form)**

Work to be Completed

Due Date for Make-Up Work (a fair due date for make-up work should be established, but also one that occurs as soon as feasible)

Signature of Instructor

Rochester Institute of Technology
B. Thomas Golisano College of Computing and Information Sciences
Department of Computer Science
GOL, Room 3005

Revised 8/4/2014

Taken from RIT Policy D05.0 - Grades

Incomplete – When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation (“I”) to a student. The instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a “Change of Grade” form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an “F” grade. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.