Incomplete Grade Form
Simon Graduate School of Business
University of Rochester
Registrar’s Office, 305 Schlegel Hall
Phone: (585) 275-3533

Directions:
• In order to receive a grade of “I” (Incomplete), students must complete this form, obtain the instructor’s signature, and return the form to the Registrar’s Office (305 Schlegel Hall).
• It is expected that the student is passing the course and that a substantial amount of the work required for the course has already been completed. Once the work stated below has been completed, and the “I” grade has been replaced with another grade, the new grade will appear on the student’s official transcript in place of the previously assigned “I.”
• There is a one year limit for the completion of the course. If the course has not been completed by the contract deadline or, in the case of no deadline the one year limit, a grade of “E” (Failure) will be assigned and noted on the student’s transcript in place of the previously assigned “I.”
• For students who are near graduation: the new letter grade must be assigned by the professor before the first day of class for the upcoming quarter if you are planning to graduate in that term. For example, if you are scheduled to graduate at the end of Fall Quarter (December), then the Registrar's Office must receive the “Change of Grade for Incomplete Grade form” before the first day of classes for Winter Quarter.
• Incomplete grades can affect your scholarship. Be sure to check with Admissions for details.

Student Name: __________________________________________________________

Please print Last                          First

Program: _____MBA _____MS _____Non-matriculated _____PhD

Course Title: _____________________________ Course #: ________________ Quarter: _________________

Please check the method by which you will complete this course:

□ Student will complete course by submitting work to the original instructor.

Date final work is to be submitted to the instructor: ______________________________

Describe the work to be completed: ________________________________________________
____________________________________________________________________________________

OR

□ Student will complete the course by repeating it within one academic year.

When student is ready to repeat the course, student should stop by the Registrar’s Office to complete the Repeat Form for Incomplete Grade.

Signatures Required

________________________________________
Student’s Signature                        Date

________________________________________
Instructor’s Signature                     Date

Registrar’s Office Use Only:

Date received: ____________
Date processed: ____________

Revised 10/2013