

University of Virginia's College at Wise Incomplete Grade Report Form

Student's Name: _____ received a grade of "I"

in my course

Course ID / Number: _____

Semester Hours: _____

Semester: **Fall** **Spring** **Summer I** **Summer II** (please circle one)

An I signifies that the letter grade is being withheld until additional work is performed and approved. To remove this grade of I the student must: (give a brief description of work required to remove the I).

Signature of Faculty Member

Date

The student indicated above has now completed the requirement for completion of this course and should receive :

Final Grade: _____

*Signature of Faculty Member

Date

*PLEASE COMPLETE THE BOTTOM PART OF THIS FORM AND RETURN TO THE REGISTRAR'S OFFICE WHEN STUDENT'S I IS REMOVED.

" I " An I represents incomplete work in a course and indicates that the grade for the course is being withheld until additional work is performed and approved. A grade of I automatically becomes an "F" a the end of the tenth week after the next regular semester begins if the instructor has not submitted a grade change prior to that time. Extensions beyond the tenth week require the approval of the Academic Appeals Committee, the appropriate department chairman and the Dean of the College. Exemptions from the foregoing rules on this grade may be granted to particular courses where extended work is necessary because of the nature of the course. In such cases the exemption must be approved by the appropriate department chariman and the Dean of the College. In the computation of grade points earned and grade point averages, the grade of I is counted as credits attempted but with no grade points earned.

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE.

REGISTRAR'S OFFICE USE ONLY

RECEIVED _____
SIGNATURE DATE

PROCESSED _____
SIGNATURE DATE