Instructor’s Name:
Sem/Year:
Section:
Course:
Class Year:
Student’s College of Enrollment:
BU ID #:
Cell Phone #:
Email:
Student Information:

Completed forms must be returned to the school/college of course enrollment.

Note: Incomplete grades must be resolved within the time period allowed by the individual school or college of course enrollment, or the maximum of one year (whichever comes first), at which time the grade will be converted to the final grade indicated below, or ‘F’ if no grade is indicated. In CGS and Questrom, grades must be resolved by the end of the following semester. Please return ENG course Incomplete forms to engrec@bu.edu

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<th>Requirement</th>
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To date, the student has completed ___% with an average of ___ for the portion of work completed.

If the student fails to complete the missing work by [date]____________________, the final grade to be recorded is_________.

Student Signature:_____________________________ Date:__________________

I have been in contact with the student regarding the ‘I’ grade for this course.

Instructor Signature:__________________________ Date:__________________

Student Signature:__________________________ Date:__________________