



INCOMPLETE GRADE REPORT

Office of the University Registrar

Completed forms must be returned to the student's school/college of enrollment.

Note: Incomplete grades must be resolved within the time period allowed by the individual school or college of 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.

Student Information:

Name: _____ BU ID #: _____

Address: _____

Email: _____ Cell Phone #: _____

Student's College of Enrollment: _____ Class Year: _____

Course: _____ Section: _____ Sem/Year: _____

Instructor's Name: _____

To be completed by the instructor:

Reason for Incomplete Grade: _____

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 _____.

Assignment(s) to be completed:

<i>Requirement</i>	<i>Deadline</i>
_____	_____
_____	_____
_____	_____
_____	_____

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

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____