



GRS INCOMPLETE GRADE FORM

Completed forms must be returned to GRS Records (grsrec@bu.edu).

Note: Incomplete grades must be resolved within a maximum of one year, at which time the grade will be converted to the final grade indicated below, or 'F' if no grade is indicated.

Student Information:

Name: _____ BU ID #: _____

Address: _____

Email: _____ Cell Phone #: _____

Course: _____ Class Year: _____

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:

Requirement

Deadline

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

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____