

Weber State University  
Instructor Report of an Incomplete

**Instructions:** This document is for use at the departmental level. A copy of the completed document should be provided to the student. Instructors should submit "I" through the faculty online portal. For questions, please refer to the Grade of Incomplete policy below.

Student Name: \_\_\_\_\_ W#: \_\_\_\_\_  
(Last) (First) (MI)

Course: \_\_\_\_\_  
(CRN) (Dept) (Course#) (Title)

**Assignments**

*This represents the agreement between the student and the instructor outlining those specific assignments that will be completed.*

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**Due Date:** \_\_\_\_\_  
*This is the date the above listed assignments must be completed to receive a change of grade. One semester will be assumed if no date is provided.*

**Grade:** \_\_\_\_\_  
*This is the grade that will be assigned if the above noted work is **NOT** completed prior to the due date. If no grade is provided by the instructor an "E" grade will be assumed. If the above noted assignments are completed prior to the due date the instructor must submit a grade change form to the Records Office to record the new grade.*

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Instructor Signature* \_\_\_\_\_  
*Date*

**GRADE OF INCOMPLETE POLICY**

1. An "Incomplete" may be given by an instructor only when the student, having satisfactorily completed approximately 80% of the required work, is unable to complete the class work for a legitimate reason (such as illness or accident) and, in the opinion of the instructor, could complete the required work without re-registering for the class.
2. When giving an "Incomplete," in addition to the electronic submission of the "I" the instructor must file a Report of an Incomplete Grade with the academic department, specifying in detail: (1) what work must be done in order to remove the "Incomplete" grade, (2) the time deadline for completing the work which must not be longer than a 12-month period following the receipt of the "Incomplete", and (3) the letter grade which is to replace the "I" if the work is not completed. The student must sign the report and be given a copy of the report by the instructor at the time the report is prepared.
3. An "Incomplete", unless changed by the instructor before the deadlines described in 2 above, remains on the official Permanent Record Card and the Instructor's Final grade Report until the date specified by the instructor (see 5 below). After that date, the "I" will be changed to the grade specified by the instructor or will be changed to the grade submitted by the instructor on an Authorization of Grade change form prior to that date. When the form has been properly approved, the department and the student will be provided a copy of the change of grade.
4. While the course is being carried as an "Incomplete" on the student's record, it will not be used in calculating grade point average nor accepted for credit toward graduation.
5. Students must complete course work for any Incomplete grades prior to graduation in a time frame that will allow an Authorization of Grade change form to be completed prior to issuing any diploma. If the incomplete work is not completed, the graduate's transcript will have the grade recorded that was negotiated at the time of receiving the Incomplete grade. "I" grades cannot appear permanently on a graduate's transcript.
6. A student may petition the instructor for additional time to complete the work. Generally an extension of time will not be longer than one additional term. If an extension is granted, the instructor must notify the Records Office via e-mail.