



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

MEMO of UNDERSTANDING: INCOMPLETE GRADES

Once completed and signed, the instructor will submit this form to the Warner Registrar's Office, 246 LeChase Hall.

INCOMPLETE GRADE POLICY: Students may receive a grade of "Incomplete" (I) only by arrangement with the instructor in accordance with Warner School policies and by completion and submission of this form. Work for courses with "Incomplete" grades must be completed no later than one year from the date the course concludes (note that employers' policies on reimbursement for incomplete classes may have shorter time stipulations), although instructors may require that work be submitted sooner. Extensions will be granted only for documented cases of illness or disability. Failure to follow these instructions, to submit this form *or* to complete the requirements on time will lead to the instructor assigning a grade based on completed work. Once assigned, such a grade shall be permanent.

Please Type or Print (not in red ink)

STUDENT'S PERSONAL INFORMATION

Name: _____
Last First Middle

UR ID# (not SSN): _____ Email: _____

Phone #(s): (____) _____ (____) _____
Home Phone Work Phone

COURSE & COMPLETION INFORMATION

Course #: _____ Title: _____

Term: Fall Spring Summer Year: 20 Instructor: _____

Current Grade, if based on work already completed: _____

Date by which coursework is to be completed (not to exceed one [1] year): _____

Course requirements yet to be completed (please be specific): _____

SIGNATURES & APPROVALS

Student: _____
Signature Date

Instructor: _____
Signature Date

Dept. Chair: _____
(only if necessary) Signature Date