INSTRUCTOR'S REPORT OF ASSIGNMENT OF GRADE "INCOMPLETE"
Department of Viticulture & Enology

TO INSTRUCTOR:

This form provides a permanent record of requirements to be satisfied for removal of I grade. This information is particularly critical if you are unavailable when student proposes to make up work. Complete and place on file with your departmental secretary.

Academic Senate Regulations 780(D) and 540(DR) provide that the grade Incomplete may be assigned when a student's work is of passing quality but incomplete for good cause as determined by the instructor, e.g., verified illness, serious personal problems, and accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity.

Recommendation: Obtain prior agreement of student whenever possible, before assigning an I grade.

I have assigned an I grade to: __________________________________________

for: VEN _______ (CRN) _______ (Quarter/Year) _______

Student ID #: _____________ Phone: ____________

1. Reason for assigning the grade. Student’s work is of passing quality but is incomplete because of:

( ) Illness; how verified? ___________________________________________________________

( ) Other, as specified: _____________________________________________________________

2. Requirements to be satisfied for removal of I grade. (Student may not re-enroll in the course to remove the I; review of subject matter by audit may be recommended.)

a. ( ) Final examination only.

( ) Other; list in detail. ___________________________________________________________

AND___________________________________________________________________________

b. Scores or grades earned for work completed: _________________________________

______________________________________________________________________________

______________________________________________________________________________

Relative weight of scores for a.) and b.) in determining final course grade: ____________

______________________________________________________________________________

______________________________________________________________________________

Instructor’s signature ___________________________ Date _____________

9/3/04