

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 an official grade change email to the Records Office (recrods@weber.edu) to record the new grade.*

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

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

**GRADE OF INCOMPLETE POLICY**

[PPM 4-19 3.5](#)

3.5.1 An Incomplete may be given by an instructor only when the instructor determines that the student:

3.5.1.1 has satisfactorily completed a significant portion of the required work (recommended approximately 80%);

3.5.1.2 is unable to complete the class work for a legitimate reason (such as illness or accident); and

3.5.1.3 could complete the required work without re-registering for the class.

3.5.2 When giving an Incomplete, in addition to the electronic submission the instructor must file an Incomplete Grade Agreement ("Agreement") with the academic department, specifying in detail:

3.5.2.1 what work must be done in order to remove the Incomplete grade;

3.5.2.2 the time deadline for completing the work, which must not be longer than a 12-month period following the receipt of the Incomplete; and

3.5.2.3 the letter grade which to replace the "I" if the work is not completed. The students must sign the Agreement and be given a copy of the Agreement by the instructor at the time the Agreement is prepared.

3.5.3 An Incomplete, unless changed by the instructor before the deadlines described in Section 3.5.2 above, remains in the student information system until the date specified by the instructor (see Section 3.5.5 below). After that date, the "I" will be changed to the grade specified by the instructor or will be changed to the grade submitted through the grade change process established by the Office of the Registrar prior to that date. When the grade has been properly approved, the grade will appear in the student information system viewable by the student and the department.

3.5.4 While the course is being carried as an Incomplete on the student's record, it will not be used in calculating the grade point average nor accepted for credit toward graduation.

3.5.5 Students must complete course work for any Incomplete grades prior to graduation in a time frame that will allow a grade change to be completed prior to issuing any diploma (see also PPM 4-1, IX). 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.

3.5.6 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 semester. If an extension is granted, a revised Incomplete Grade Agreement will be maintained by the Academic Department.

Updated 10/25/2021