THE UNIVERSITY OF VERMONT
GRADUATE COLLEGE

Incomplete Grade Requests- Additional Information Form
Please Complete Form in addition to requesting "INCPND" in
the UVM Grading System
Submit completed form to the Graduate College: gradcoll@uvm.edu

Date Submitted:

Faculty's First and Last Name:

Faculty's Academic College:

Faculty's Email:

Student's First and Last Name:

Student's NetID or 95#:

Course Title and number:

Briefly state the reason for the Incomplete Grade Request and how the student will complete the work (e.g., assignments submitted to you, an exam you deploy, etc):

Final date for all outstanding tasks to be completed by student:

Default grade if work is not completed:

The instructor has discussed the work left to be completed, the default grade, and the above due date with the student:

Final date by which faculty will enter a grade change from incomplete to final grade in the UVM Grading System (this is the date you enter as the Incomplete Extension Date in Banner):