



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: _____

If the student does not complete the course by the time indicated on your incomplete grade request, the grade will automatically default to the grade you list. Therefore, the default grade you should put in is the grade the student would receive today if no more work was completed.

Please state briefly why you are requesting an Incomplete grade for this student 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: _____

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): _____