

THE GRADUATE SCHOOL

GRADE REVISION FORM

Changes Grade of Incomplete (IN) or No Grade Reported (NR)

To be completed by the Student:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name Middle Initial Class and Curriculum

Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Title of Course (Including Department and Number, i.e., EH 601) Quarter and Year Taken

To be completed by the Instructor:

Grade Revised from IN or NR (Circle One) to \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Instructor's Name (Print) Instructor's Signature Date

\_\_\_\_\_, \_\_\_\_\_  
Signature of Graduate Dean Date

Graduate School Policy  
For Changing an Incomplete (IN) Grade

A grade of Incomplete (IN) must be cleared within the following two quarters. IF not cleared by the deadline, it will be changed to F (failure). The deadline applies regardless of the enrollment status of the student and includes the summer quarter.

If the student did not meet the appropriate deadline for clearing the Incomplete grade, a request for such a change will be considered only in an extremely rare and well-documented case. If such a rarity occurs, the instructor should write a letter of justification to the Dean of the Graduate School. The letter should be signed by the department head and the academic dean.

If the student did meet the appropriate deadline for clearing the Incomplete but for some reason the grade was not changed, the instructor should write a letter of explanation to the Dean of the Graduate School. The letter should be signed by the department head and the academic dean.