

Grade Retrieval Form - Accepting the Incomplete Default Grade

- An incomplete grade automatically defaults after a period of 12 months. Prior to that time, a student can accept the default grade that the instructor has assigned. The default grade is the letter that accompanies the 'I' grade. For example, if an I/B is the current grade, a B is the default grade.
- More information about the incomplete grading policy can be found at <http://undergrad-catalog.buffalo.edu/policies/grading/explanation.shtml> and <http://www.grad.buffalo.edu/policies/grading.php#incomplete>.
- This form will not be accepted without the student's signature.

Student Information:

Last Name First Name Person Num.

UB Email Plan (Major)

I would like to accept the default grade for the following course:

Registration Number Department Course Number Section

Semester Year Default Grade (I/)

For Undergraduate Degree Candidates only:

An undergraduate degree candidate cannot graduate with an incomplete grade. Undergraduate degree candidates must either:

1. Complete the section above to indicate that they wish to accept the default grade; or
2. Complete this section to indicate that the instructor has been contacted to submit a new grade on the Universal Grade Change Form.

If neither this form or the Universal Grade Change Form is not received before the conferral date, the undergraduate student's name will be removed from the graduation list.

I contacted the instructor of the course and the instructor will submit a new grade on the Universal Grade Change Form (Y/N):

Anticipated Date of Graduation (month and year):

Student Signature **Date**

Return this form to the Office of the Registrar, Grading Department via:

- Fax: 645-7762
- Campus Mail: 232 Capen Hall

For Office Use Only

Registrar's Office Action Completed by Date