University at Buffalo The State University of New York Student Academic Records & Financial Services

Grade Retrieval Form – Accepting the Incomplete Default Grade

Instructions:

- 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 or S/U grade that accompanies the "I" (Examples: for an I/B, the default grade is "B;" for an I/U, the default grade is "U").
- More information about the Incomplete grading policy can be found at:
  - Undergraduate: http://undergrad-catalog.buffalo.edu/policies/grading/explanation.shtml
  - Graduate: http://www.grad.buffalo.edu/policies/incompletegrades.php
- The student should complete name and course information, and section A and/or B, and sign the form. This form is valid only with the student's signature.

Student Name _____ _____
Last name First name

Person # _____ _____ **UB E-mail:** _____

Sem/Year (Ex. Fa 06)	**Dept**	**Course #**

Section A. FOR ALL STUDENTS:

_____ I request that my Incomplete grade(s) in the above course(s) be immediately changed to the default grade that the instructor originally assigned. I understand this decision is final, and the grade for the course(s) may not be changed once the Incomplete grade defaults.

Section B. FOR UNDERGRADUATE DEGREE CANDIDATES ONLY:

- An undergraduate degree candidate cannot graduate with a grade of Incomplete "I." Undergraduate degree candidates can 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 either 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 have contacted the instructor(s) of the above courses, and the instructor(s) will be submitting a new grade on the Universal Grade Change Form.

Expected Degree Date (circle one): Sept Feb June Year 20____

_____ _____
Student Signature (required) Date

Please return to the Academic Processing Services - Grading, 232 Capen Hall, or fax: 716-645-7762.
Processing Date: _____ By: _____

Revised June 2007