

Complete and return this form to:

University of Rochester - Simon Business School
Office of the Registrar
2341 Carol Simon Hall
Box 270100
registrar@simon.rochester.edu
Phone: (585) 275-8071 / Fax: (585) 276-0244



CHANGE OF INCOMPLETE GRADE FORM

Directions

- Complete this form to change an Incomplete ("I") grade to a final grade.
- For prospective graduates, the instructor must submit a final letter grade prior to end of the quarter you are expected to graduate.

Today's Date: _____
month / day / year

Student Name: _____ **UID#:** _____
Please print Last First MI

Original term course was taken: ☐ Fall A ☐ Fall B ☐ Spring A ☐ Spring B ☐ Summer Academic Year: _____

Course Number/Section/Title	Original Grade	New Grade
_____	Incomplete (I)	_____

Instructor's signature

Date

Print Name

Registrar's Office Use Only

Revision: 8/2022

Date Received: _____ Date Processed: _____ By: _____