

University of California, Irvine
School of Humanities
Office of Graduate Study

Incomplete (I) Grade Agreement

Student Name ID Number

Department/Program Email

Course Department Course No. (not code) Qtr & YR

Course Title

Instructor Name Instructor Email

Brief justification for issuance of I grade (e.g, illness, personal matter, confidential):

Coursework remaining to be completed:

Date by which pending work will be submitted:

PLEASE NOTE: Humanities policy requires that a student replace the I grade with a letter grade by **August 31** each year in order to be eligible to serve as a Teaching Assistant or receive a school fellowship in the upcoming academic year.

Date by which final grade will be issued:

Student Signature Date

Instructor Signature Date

Brief email(s) acknowledging receipt, review, and agreement may be attached in lieu of signatures. Please retain the original copy of this form in the student's program/departmental file and email a PDF copy to Connie Cheng (connie.cheng@uci.edu).