



Incomplete Agreement

Student Name: _____ Student ID Number: _____

Student Phone: _____ Student E-mail: _____

Instructor's Name: _____

Course and section number: _____

Course name: _____

Semester offered: _____

Instructor: Please note any specific instructions (describe work required to complete course):

Deadline for above work to be submitted to the instructor: _____ (instructor's discretion)

Registrar's deadline for submission of incomplete work: _____ (refer to current academic calendar)

If the above work is not turned in by the instructor's deadline, the grade turned in to Enrollment Services on that deadline will be _____. (**Instructor: specify letter grade.** If course work completed to date does not meet course requirements for passing the course, indicate F. In such cases, no grade change form is required.)

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

From the University's Undergraduate Catalog:

The symbol INC (incomplete) is a temporary notation which is assigned for incomplete work in courses when the records of students justify the expectation that they will obtain a passing grade but for emergency reasons they have missed a minor part of the course requirement. Any missed final examination or other final course evaluation requires a student explanation within 48 hours so the instructor can file the proper course notation with the Student Records Office.

A student who has evidenced an unsatisfactory course record, who has failed to complete a major portion of an instructor's course requirements, or who fails to provide an instructor with a satisfactory reason for absence from a final examination or final course evaluation within the specified 48 hour period may not be assigned the letter symbol INC.

Responsibility for making arrangements with an instructor to complete all outstanding course work rests entirely with the student, who must complete all course work by the final week of classes for the succeeding semester.

At the end of the official make-up period (or, in the event of a substantiated student emergency, at the end of an extended make-up period), the Student Records Office will convert the temporary notation of INC to the appropriate permanent symbol. This permanent notation will be one of the following: 1) a letter grade which is filed by an instructor at the end of the make-up period to designate the final course standing of a student who has made up incomplete course requirements, 2) course work not completed by the final week of classes for the succeeding semester will convert to a grade of F, or 3) the letter symbol of X, which the dean of the college in which the student is enrolled as a degree candidate may authorize to designate that a student has withdrawn from the University after the end of the semester for documented medical or personal emergency (cf. University Withdrawal After the End of the Semester).

Limited extensions of the make-up period may be granted to students for serious medical reasons and for documented personal emergencies. Requests for such extensions are approved by the dean of the college in which students are enrolled as degree candidates and must be filed no later than one calendar week preceding the established deadline for instructors to submit final grades for incomplete courses. Except for extraordinary circumstances acceptable to a college dean, the maximum period for which an extension may be granted is the last scheduled class day of the semester following the assignment of INC notations.