Office of Undergraduate Studies (UGS)
INCOMPLETE GRADE AGREEMENT FORM

To initiate consideration for a grade of incomplete (I), a student must contact the instructor before grades are reported. An incomplete grade indicates that a student has not completed a limited portion of the course due to extenuating, unforeseen circumstances (i.e. missing one assignment or exam due to illness or personal emergency). The decision to award a grade of incomplete is solely the decision of the instructor. Should an instructor decide to assign an incomplete grade, both the student and the instructor must complete and retain a copy of an Incomplete Grade Agreement Form. The maximum amount of time to complete coursework to remove a grade of incomplete is one year from the ending date of the semester for which the grade was assigned or graduation, whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of incomplete will be changed to a failing grade (F) if the instructor has not reported a grade. A student may not re-register for a course in which he or she currently has an incomplete grade. Once an incomplete grade has converted to a failing grade, the grade may not be converted back to an incomplete grade or to a regular grade.

Date: ______________________  Student UIN: ___________________________

Student Name: __________________________________  Course: ________________

Instructor: ___________________________________  Semester: ________________

Terms of completion (List assignments, exams, etc. that need to be completed):

Due date for outstanding assignment(s) and/or exams: __________________________________________

________________________________________  __________________________________________

Student Signature  Instructor Signature

Return **ORIGINAL COPY** to Course Leader. Retain a copy for student file.  Updated 3/2015