

Incomplete Grade Agreement

Important Notes

The temporary grade of Incomplete (I) shall change to a Failing (F) grade if the student does not complete all work by the end of the allotted time (see [Completion Dates for Incomplete Grades](#)). An F grade may not be challenged, and the course must be repeated by the student to receive credit.

The following policies shall guide the awarding and calculation of the I grade and the change of the I grade to an F grade:

- The student must request additional time to complete a single project, report, or final examination.
- The grade of Incomplete is to be assigned only to students who are otherwise passing the course at the end of the semester.
- The instructor has the right to refuse the request and may assign a final grade based solely on the work already completed.
- The grade of Incomplete will change to the failing grade if the outstanding coursework is not completed in accordance with the schedule in effect at the time it was assigned, regardless of the average the student otherwise maintained in the class.
- A single short extension shall be granted only in exceptional circumstances by the VP for Academic Affairs.
- The grade of Incomplete will not be assigned to students with excessive absences, especially when those absences include the final sessions of the course, unless extenuating circumstances have been established.
- The Incomplete grade is recorded on a transcript as "attempted credits," until the course is complete.
- The Incomplete grade that changes to a failing grade will carry zero quality points.
- Students can advance if an Incomplete grade is assigned to a prerequisite course for the term immediately following the assignment of an I grade but cannot advance after an I grade changes to an F grade.

The Incomplete grades may affect student's financial aid/TAP and/or student visa status. Students are encouraged to meet with the financial aid/TAP and/or international student advisor when requesting the Incomplete option.

To be completed by the instructor

Student ID	Last name	First name
Term	Subject, course#, and section	
Percentage of completed work	Grade earned to date	
Remaining required work to complete		
Deadline to complete work		

To be completed by the student

I understand and agree that upon completion of the "remaining required work to complete," if I have it in the instructor's possession by the deadline date, I will receive a grade for the course. If the "remaining required work to complete" is not in the instructor's possession by the deadline date, I will receive a Failing (F) grade and may be required to re-take the course and pay for it again.

Student's signature _____ Date _____

Instructor's signature _____ Date _____

Return the form to the department office. Copies to student and instructor.