

Grade of Incomplete Agreement for Undergraduate Courses – GR5460A

A student may receive a grade of incomplete (I) when at least 50 percent of course requirements have been completed with passing grades but, for some justifiable reason acceptable to the instructor, he/she has been unable to complete the full requirements of the course. For an undergraduate course, a maximum of 12 months is allowed to clear the Incomplete grade.

In accordance with University policy and at the time the Incomplete is issued, the instructor must stipulate in writing to the student and the University Registrar the requirements and completion date to be met, as well as the grade to be given if both are not fulfilled. If no alternate grade is noted below and the student fails to clear the Incomplete as agreed, the University Registrar will enter an F.

**Graduation candidates must clear all incompletes prior to the deadline in the official University Calendar, which may allow less than 12 months. Also in accordance with University policy, if this agreement is not on file in the University Registrar’s Office, an administrative F will be assigned in place of the Incomplete.**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Course No. /Sec No: \_\_\_\_\_ Term: \_\_\_\_\_

Instructor: \_\_\_\_\_ SMU ID: \_\_\_\_\_

Instructor's Deadline for Completion: \_\_\_\_\_  
(maximum 12 months, if no entry)

Nature of Work to Be Completed (i.e. if a paper, length and topic; if an examination, type and material to be covered):

\_\_\_\_\_  
\_\_\_\_\_

Relative Weight of Incomplete Work: \_\_\_\_\_

\_\_\_\_\_

Grades on Work Already Completed: \_\_\_\_\_

**GRADE TO BE ASSIGNED IF NO ADDITIONAL WORK DONE: F or \_\_\_\_\_**

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

(Student Signature, if available)

(Date)

(Instructor Signature)

(Date)

(School Dean's Signature)

(Date)

**FOR REGISTRAR'S STAFF USE ONLY:**

**Date Processed:** \_\_\_\_\_ **Staff Signature:** \_\_\_\_\_