

## Grade of Incomplete Agreement for GRADUATE Courses

**Incomplete Grade Policy:** A student may receive a grade of I in a course if passing work has been done but for some justifiable reason, acceptable to the instructor, the student has been unable to complete the full requirements of the course. In accordance with University policy, at the time an Incomplete is given the instructor must stipulate in writing to the student and to the department the requirements and completion date that are to be met and the grade that will be given if the requirements are not met by the completion date. The maximum period of time that is allowed to complete course requirements and clear the Incomplete grade is 12 months after the end of the semester in which the Incomplete was received. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12 months deadline, the instructor will initiate the grade change to the grade provided, or to an F if there is no alternate grade.

This time limit does not apply for graduate thesis and dissertation courses.

The grade of I is not given in lieu of an F, WP or WF, or other grade, each of which is prescribed for other specific circumstances. If the student's work is incomplete and the quality has not been passing, then an F will be given.

The grade of I does not authorize a student to attend the course during a later semester. If a student must repeat any portion of the course, he/she must sign up as an Auditor for the course. Audit procedures are given in the General Information Catalog. **Please note: Distance Education students are responsible for securing and paying for DVDs needed to complete a course.**

Graduating candidates must clear all Incompletes in courses required for graduation by the deadline in the Official University Calendar. Failure to do so can result in removal from the degree candidacy list.

**Instructions:** Complete the form. Both the instructor and the student should sign the form. The instructor should submit the form to the department for distribution as follows:

Original – Instructor	Copy – Student
Copy – Jim Dees	Copy – Department Office

STUDENT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

CRSE PREFIX/NO/SEC: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Instructor's deadline for completion: \_\_\_\_\_  
(12-month maximum assumed if left blank)

Nature of work to be completed (e.g. paper(s), length and topic; if exams, type and material to be covered): \_\_\_\_\_

Relative weight of incomplete material: \_\_\_\_\_

Grade on assignments already completed: \_\_\_\_\_

**GRADE TO BE ASSIGNED IF NO ADDITIONAL WORK IS DONE BY THE COMPLETION DEADLINE ABOVE:** \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Instructor Signature