

## GRADE OF INCOMPLETE AGREEMENT FOR DLS COURSES

An "I" (Incomplete) indicates that work is satisfactory but, due to reasons beyond the student's control, some portion of the required work has been left incomplete. The instructor assigning the grade/stipulates to the student in writing, at the time the grade is given, the conditions under which the "I" may be removed.

For graduate students, a maximum of two (6 hours) concurrently held grades of Incomplete in courses other than [Internship or Practicum] is allowed. If this maximum is reached the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete in courses other than thesis or dissertation, will be put on academic probation and not allowed to enroll further until the total is reduced.

***Note: Prior to taking the comprehensive exams students are required to have finished pending Incompletes. Graduation candidates must clear all incompletes prior to the deadline in the official University Calendar, which may limit time frame for completion.***

STUDENT NAME: \_\_\_\_\_ SMU ID: \_\_\_\_\_

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

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

**INSTRUCTOR'S DEADLINE FOR COMPLETION:** \_\_\_\_\_

\_\_\_\_\_  
(12-months maximum assumed if left blank)

Nature of work to be completed (e.g., if a paper, length and topic; if an examination, type and material to be covered):

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

Relative weight of Incomplete work:

\_\_\_\_\_

Grades of work already completed:

\_\_\_\_\_

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

Additional comments:

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

**Student's Signature:** \_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_