

COLLEGE OF ARTS & SCIENCES

Agreement to Complete a Course After the End of the Term (Incomplete Contract)

Student's Name: _____ **ID#:** _____

Address: _____ **E-Mail:** _____

_____ **Phone #:** _____

Instructor's Name: _____ **Title:** _____

Course #: _____ **Section:** _____ **Term:** _____

Date all work must be completed and turned in: _____ (not to exceed 1 year)

Grade to be assigned if work is not turned in by this date: _____ (grade earned now)

Reason for incomplete: (Use additional pages if necessary. The student may be required to provide documentation)

Description of remaining assignment(s):

Procedure for student to turn in work:

Instructor's comments:

Student: _____

Date: _____

Instructor: _____

Date: _____

White – Student

Canary – Instructor

Pink – Department

Goldenrod – Registration

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Guidelines for Incompletes

1. An Incomplete is designed for students who, through circumstances usually not within their control, cannot complete the last 10-30% of the required assignments in a course. This would generally include only the final exam or a last written assignment. If a student misses one or two assignments at the beginning or middle of a course, s/he should make up the work during the term or withdraw from the course and retake it.
2. Both instructor and student must agree to the terms under which the missing work is to be completed. This form must be signed by each party and turned in with the grade sheet to the Office of Academic Records at the end of the semester.
3. The instructor may, at his/her option, require the student to provide written documentation of the circumstances leading to the request for an Incomplete.
4. The instructor and/or student must fill out the form completely. Under "Procedure for student to turn in work" the instructor should describe where and how the work should be turned in, for example, to the departmental office, to the instructor only during office hours, by mail, etc.
5. A student may NOT repeat a course to complete it. First, State Regents' policy specifically forbids a student from enrolling in a course for one full year after receiving a grade of 'I' in the same course. Second, repeating a course implies the student had more than just the final exam or term paper to complete.
6. A student should not 'sit in on' a course to complete it. Again, this implies the student had too much unfinished work to receive an 'I', and it is against University policy for a student to audit a course without enrolling and paying tuition and fees.
7. An instructor should not give an Incomplete without the student's consent. Occasionally a student cannot come to campus to sign this form, and the instructor may note on the form that s/he spoke with the student or a family member.
8. If a student fails to take a final exam or does not turn in a last assignment at the end of a semester without first contacting the instructor, the instructor should award the final grade earned. If the student later contacts the instructor and gives a reasonable explanation for not completing the course, the instructor may change the student's grade to 'I' and allow the student time to complete the work within the one-year deadline.
9. If a student has not completed the requirements to remove the 'I' by the end of the one-year deadline, the Instructor is to turn in the "grade to be assigned if work is not turned in by this date" as noted on the reverse side of this form.