

Incomplete grade – course agreement form

The following section explains what it means to earn a grade of I (incomplete) for an L&S undergraduate student: [L&S Incomplete grade policy](#). For students in schools/colleges outside of L&S, please review [GUIDE](#) for the appropriate school/college policies and deadlines.

Qualifications for receiving an Incomplete (I) grade

An instructor may choose to give a student a grade of Incomplete (I) if the student:
was passing the class up to that point and

- was unable to complete the class by the end of the semester because of unforeseeable circumstances and
- can reasonably complete the remaining work in a timely fashion and
- has only a small amount of missing graded work (e.g., a single paper or test). An instructor should never grant a student an incomplete if the student has more than 3/4th of the work to complete for the particular course.

It is not appropriate to require a student to retake the course to satisfy an incomplete.

Instructor responsibilities

The following are instructor responsibilities when granting an Incomplete grade:

- *Ensure that the student meets the qualifications above
- *Consult with the student and determine what they must do to complete the course and have the Incomplete from their record, and by when. Work must be completed by the end of the fourth (4th) week of classes of the student's next semester in residence, although the instructor may assign an earlier deadline.
- *Assign the Incomplete grade in Faculty Center (if appropriate)
- *Assign the final grade once the student has completed the work. See [deadlines and process here](#).
- *NOTE: It is NOT the responsibility of the Instructor to remind students of established deadlines.

Student responsibilities

The following are student responsibilities with Incomplete grades:

- *Reach out to the instructor to discuss options if you believe you cannot complete a course by the end of the semester, and if you meet the qualifications above.
- *Discuss with the instructor what you must do to complete the course and have the Incomplete grade removed from your record, and by when. Work must be completed by the end of the fourth (4th) week of classes of the student's next semester in residence, although the instructor may assign an earlier deadline.
- *Complete the work, as per your agreement with the instructor, by the deadline to have the grade of Incomplete removed.
- *NOTE: It is NOT the responsibility of the Instructor to remind students of established deadlines.

The Incomplete (I) grade is temporary. If work for the course has not been complete by the deadline:

The Incomplete (I) grade will lapse into a Failure (F), unless the time limit has been extended by the course instructor before the end of the fourth (4th) week of classes. See [extended incomplete request in L&S](#) for more details.

If a student has been awarded an Extended Incomplete (EI), the student must complete the work and have the final grade reported to the Registrar's Office before the last day of classes. If the EI has not been removed by the last day of classes, it will lapse into a Failure (F).

Instructor and Student should discuss the following and complete the below agreement form:

- ALL remaining coursework, including assignments, quizzes, and exams.
 - Deadlines (determined by the Instructor) to complete the remaining work by the fourth week of the next semester.
 - How the student will turn in the work (i.e., Canvas, email, in person exam, etc.)
 - Reasonable expectations and timeline for receiving Instructor feedback and grading.
 - Process for requesting further deadline extensions, including Extended Incomplete (EI)
- NOTE: An Extended Incomplete (EI) is not guaranteed.

PSYCH Course number _____

Instructor (complete this section)

The following work must be completed to resolve the incomplete grade:

1. [Assignment name]

Deadline _____

2. [Assignment name]

Deadline _____

3. [Assignment name]

Deadline _____

Timeline for receiving Instructor feedback and grading:

Student can expect to receive Instructor feedback and grading no sooner than ____ (i.e., Two weeks after an assignment or exam is completed).

Student (initial each line)

____ I have reviewed and understand the [L&S Incomplete grade policy](#).

____ I understand the Incomplete (I) grade will lapse into an F grade via an automated process in the fourth week of the next semester I am enrolled, if I do not complete the work by the deadlines outlined above.

____ I will communicate with the Professor, in advance, if I cannot meet the deadlines outlined above.

____ I understand my Instructor cannot provide immediate feedback or grading once an assignment or exam is submitted.

____ I have reviewed and understand the process to request an [Extended Incomplete \(EI\) grade](#) and the applicable deadlines.

____ If I do not complete all of the coursework outlined above by the deadlines agreed upon, I understand I can request the Instructor submit my final grade based on the work I have completed. Note: this may result in a lower grade.

Student signature _____

Date _____

Instructor signature _____

Date _____