

## Agreement for Completion of Incomplete Work

An "Incomplete" or the symbol "I" can be assigned by the instructor to a student registered in his/her class if the following conditions are met:

- The student has successfully completed a substantial portion of the required work in the course,
- In the judgment of the instructor, the student was prevented from completing all of the required work in the course due to extraordinary circumstances,
- The instructor has identified the outstanding work and, with the affected student, developed a written plan with a deadline for completion of the work (recorded on this Agreement), and
- The completion date may not exceed one year after this agreement is signed by the instructor and student.

If the student fails to complete the work by the agreed upon deadline, the instructor will assign an F (or N if the course is taken S-N). If no grade change is made by one year after the last day of the final examination period for the term in which the "I" was given, the "I" will automatically change to an F (or N)

The instructor must submit an **Agreement for Completion of Incomplete Work**, signed by student and instructor, to the department head when an "I" has been recorded on web grading screens. Instructor, student and department should retain a copy of the agreement. The department head will use management reports to track compliance with this policy.

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### Agreement for Completion of Incomplete Work

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

Student ID \_\_\_\_\_

Course/Section \_\_\_\_\_

Semester/Year \_\_\_\_\_

Reason for assigning Incomplete:

Percent (%) of work completed \_\_\_\_\_

Current grade in work completed \_\_\_\_\_

Work to be completed:

Deadline for completion \_\_\_\_\_

(An "I" in an undergraduate course lapses automatically to an "F" (or "N" for "S-N" registrations) after one year):

Student name (print) \_\_\_\_\_ and email \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Instructor name (print) \_\_\_\_\_

Instructor signature \_\_\_\_\_ Date: \_\_\_\_\_

Signed agreement submitted to the Department Head

Date: \_\_\_\_\_