GRADUATE INCOMPLETE CONTRACT

Incomplete Grade: The grade "Incomplete" may be granted to a student who has completed 80% or more of the total course work, and only if it can be demonstrated that it would be *unfair* to hold the student to the normal time limits of the course. Illness or exceptional circumstances are the usual bases for consideration. **The "I" remains a permanent part of the academic record and transcript so that the change from incomplete to a grade can be identified.**

This form is a contract between professor and student. It does *not* need to be submitted to the Registrar's Office, but a copy should be retained by the student, the professor, and the Academic School.

Instructions to the instructor:
- The primary instructor of the course records the grade of "Incomplete" directly via BannerWeb when they enter final grades.
- After submitting your final grades, you will be brought to another screen where you must also enter the deadline to complete the "I" *and* a default grade if the student does not complete the required coursework. If no date is assigned, the system will automatically default to six weeks after the end of the semester.
- If no default grade is entered, the "I" will automatically convert to a grade of "IF" on the default date noted.
- Once the student completes all the required coursework, you can assign a grade using the online Grade Change Form (https://www.utica.edu/academic/registrar/gradechange.cfm)

Student Acknowledgment - By signing this form the student accepts the following conditions:
- For the duration of the incomplete the student must maintain an active matriculation status.
  - This means that you may not take a leave of absence while fulfilling the requirements of the incomplete.
  - To maintain active matriculation the student must be enrolled in a course. If there are no program required courses remaining, the student must enroll in Continuous Enrollment.

Student Name: _____ Utica ID#: _____

Course Number and Section: _____ CRN: _____

Extend Engage access ☐

Extend software access ☐   Specify software name _____

Reason Student is requesting Incomplete *(use reverse side for more room if needed):*

Specific course requirements to be met before final grade is given:

Deadline for completion of Incomplete: _____

Default grade if coursework is not completed by deadline: ☐

> If work is completed after the deadline and the grade has defaulted, the instructor may still submit an "Incomplete to Grade" form to change the grade.

If the student is graduating, the deadlines to complete incompletes are:

May graduation: June 15   *August* graduation: September 15   *December* graduation: January 15

Student Signature: _____ Date: _____
Instructor Signature: _____ Date: _____

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