SOM Graduate Studies Program

Written agreement between Instructor and Student for assigning an Incomplete Grade

Graduate Council Policy on Incompletes

The Graduate Council By-Laws (September 2009 revision) currently address Incomplete (I) grades as follows (from Article IX, Section A, Paragraph 2):

> ***Incompletes.*** The notation "Incomplete" (I) may be entered on the student's record if part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student's work during a term cannot be completed because of unforeseen circumstances beyond the student's control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work before the end of the next term following the course and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F or No Pass, as applicable.

The purpose of this Graduate Council Policy is to provide additional criteria for implementing the By-Laws on Incomplete grades. This policy is intended to supplement the By-Laws, not replace them.

Criteria

A student may be assigned a grade of Incomplete by the Instructor/Course Director when <u>all</u> of the following criteria apply:

1. Quality of work in the course up to that point must be C level or above.
2. Reasons for assigning an "I" must be acceptable to the Instructor/Course Director. The student does not have the right to demand an "I." The circumstances must be unforeseen or beyond the control of the student. The Instructor/Course Director may request appropriate medical or other documentation. In no case is an "Incomplete" grade given to enable a student to do additional work to raise a deficient grade.
3. A written agreement, signed by both the student and the Instructor/Course Director, should include a statement of the remaining work to be done to remove the "I" grade, and the date, not to exceed one term from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The Instructor/Course Director may specify the highest grade to be awarded upon completion. The written agreement form is shown on the next page. Copies of the signed agreement should be retained by the Instructor/Course Director, the student, and the Program Coordinator.

To remove an Incomplete, the Instructor/Course Director must submit a signed "Removal of Incomplete" form to the Registrar's Office within one term. This form is available from the Registrar's Office. As specified in the By-Laws, an Incomplete grade that has not been amended by the Instructor/Course Director within one term shall be converted to an F (or NP for P/NP courses) by the Registrar. The Instructor/Course Director may not approve requests for extension of the one-term limit. The Graduate Council and Associate Dean for Graduate Studies must approve all requests for changes in the grade after the one-term limit has expired.

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INCOMPLETE AGREEMENT FORM

Please complete all information requested below:

Student NamŜY {ŭdzŘŜyŭ L5 I: ¦

Student Program: Select Graduate Program

Instructor/Course Director Name:

Course Number:

Course Title:

Year: Term : Fall Winter Spring Summer

Due to circumstances that were unforeseen or could not be controlled by the student, and for reasons that are acceptable to the Instructor/Course Director, a grade of Incomplete (I) has been assigned for the course shown above. To remove the Incomplete, the student named above must complete the following assignment(s) by the specified deadline(s).

Assignment(s) [*Required*] (use separate sheet if necessary)

Deadline date(s) for completing assignments—must be within one term [*Required*]:

Highest grade that will be awarded [*Optional*]:

Student Agreement: I agree to complete the assignment(s) above and to submit them to the Instructor/ Course Director by the date(s) specified. I understand that if I fail to complete the assignment(s) by the deadline(s), I will receive an F or NP for this course.

Student Signature Date

Instructor/Course Director Agreement: I accept this student's reason(s) for requesting an Incomplete and I agree that the circumstances are consistent with the Graduate Council Policy on Incompletes. The work of the student to date is at "C" level or above, and I have agreed to assign a final grade if the student completes the above assignment(s) by the date(s) specified.

Instructor/Course Director Signature Date