INSTRUCTOR-STUDENT AGREEMENT FOR FINISHING AN INCOMPLETE COURSE (“I” GRADE POSTED)

The instructor, student and academic advisor should retain a copy of this completed form.

Student Name ____________________________  Instructor Name ____________________________
Student UMID ____________________________  Instructor E-Mail ____________________________
Dept. & Course Number ___________________  Term/Year Course was elected ________________

Note: Instructors are not obligated to give an Incomplete. College policy permits a student to request an Incomplete if:

- They have completed at least 70% of the work for the course
- They are unable to finish the course for reasons acceptable to the instructor
- They were maintaining a C- or higher average at the time they were unable to complete the course requirements.
- The student and instructor have had a conversation about the Incomplete.
- A grade of “ED” (Unofficial drop) is appropriate if the student does not finish the class but has not contacted the instructor.

The full College policy on Incompletes can be found here.

STUDENT AND INSTRUCTOR AGREE THAT THE FOLLOWING WORK MUST BE COMPLETED:
(List specific assignments, exams, papers, and projects)
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

DEADLINE FOR STUDENT TO SUBMIT WORK/TAKE EXAMS (Check one)

☐ The College’s default deadline (end of the next full term)
☐ An earlier deadline set by the instructor (include specific date – MM/DD/YY) ____________________
☐ With the schedule of next offering of course (e.g., student must take final exam when the next class takes final exam)

Note: If a deadline later than the next full term is desired, student and instructor must fill out a Time Extension Request Form and turn it in to the College of Engineering Registrar. Extension should be requested before deadline has passed.

If the student does not complete the work by the specified deadline, the Incomplete will lapse to a failing grade.

By signing below, we acknowledge and agree to the above terms and conditions.

Student Signature ___________________________________________________ Date Signed: ________________

Instructor Signature _________________________________________________ Date Signed: ________________