

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: _____