



Faculty-Student Agreement for the Grade of Incomplete

THIS FORM IS FOR INSTRUCTOR AND STUDENT RECORDS. IT IS RECOMMENDED THAT INSTRUCTORS COMPLETE THIS CONTRACT AND FILE IN THE DEPARTMENT.

STUDENT: DO NOT RE-REGISTER FOR A COURSE WHEN AN "I" GRADE HAS BEEN ISSUED

An Incomplete (I) grade is a temporary grade given only when part of the required work is missing and arrangements have been made with the instructor to complete the work. Failure of a student to appear for a final examination without an explanation is, for example, insufficient grounds for assigning an incomplete. In such cases, an 'X' grade would be appropriate. In general, the grade of 'I' should be avoided except where it is clearly justified.

When a student and instructor agree on a grade of Incomplete, the instructor is encouraged to file an incomplete contract with their department. The purpose of the contract is to clearly define and document the specific requirements that are needed to complete the course and the deadline for completion agreed to by the student and the instructor. If a student is unable to sign the incomplete contract, the instructor is encouraged to attach documentation of the conversation or electronic communication with the student specifying the date the agreement for a grade of Incomplete was made and the specific requirements and deadline needed to complete the course. If the student does not complete the specified requirements by the required deadline or the instructor does not submit a grade change by the deadlines listed below, the 'I' grade will be converted to an 'F'.

Please see back for Deadline and Renewal details or visit <http://www.wright.edu/registrar/grading>

TO BE COMPLETED BY INSTRUCTOR: (please type or use pen)

Student Last Name	First Name	Student UID Number
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Department	Course	Section(s)	Semester	Year
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Reasons for the "I" grade and nature of work to be completed:

Date by which work is to be completed: _____
(see "Deadline" information on back) Date

Student unavailable
to sign form

Student Signature Date

Instructor Signature Date

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Deadlines for Completion of Work and Submission of Grades

For undergraduate courses

- The student's work must be completed no later than the last day of final exams in the following term or earlier if required by the instructor.
- An 'I' grade given in the Spring term must be made up by the last day of final exams in the following Fall term or earlier if required by the instructor.
- The change of grade must be submitted via the Change of Grade Workflow by the Monday after final exams in the term in which the work is completed.
- The change of grade for an 'I' grade given for the term in which a student graduates must be submitted within 30 days after the last day of final exams for that term.

For graduate courses

- The "I" grade may remain on the student's academic record for up to two consecutive terms. This policy does not prohibit instructors from awarding an "I" grade for a lesser period of time. The student will have to make up an incomplete grade by the date the instructor has stipulated or if no date was stipulated, no later than the last day of classes of the second term. Failure to make up an incomplete grade will result in it being changed to a grade of "F".

Renewal

For undergraduate courses

- If, for legitimate reasons, a student is unable to clear an 'I' grade by the last day of final exams for the following term (for Spring term, by the last day of final exams for the following Fall term), the instructor may submit another 'I' grade via the Change of Grade Workflow.

For graduate courses

- Instructors may extend, one time only, the "I" grade for up to an additional two consecutive terms by submitting a grade change via the Change of Grade Workflow. If an "I" grade is awarded or an extension is granted for less than two terms, instructors must advise the student of the time period. If an "I" grade is assigned or an extension is granted for a period less than two terms, then it will be the responsibility of the instructor, after the specified period has expired, to assign a grade to the student by submitting a grade change form via the Change of Grade Workflow.