

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.
- If you receive grade of incomplete in the term you planned to graduate, you will be ineligible for graduation and must re-apply to graduate for a future term.

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.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____