



UNDERGRADUATE INCOMPLETE CONTRACT

Incomplete Grade: The grade “Incomplete” may be granted to a student 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. For undergraduate students, an Incomplete is counted as “F” in calculation of the grade point average until the instructor processes a grade change using the online Grade Change Form. **The “I” remains a permanent part of the academic record and transcript so that the change from incomplete to a grade can be identified.**

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 Name: _____ UC ID#: _____

Course Number and Section: _____ CRN: _____

Reason Student is requesting Incomplete (*use reverse side for more room if needed*):

Specific course requirements to be met before final grade is given:

Extend Engage access

Extend software access Specify software name _____

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.

If the student is graduating, the deadlines to complete incompletes are:

May graduation: June 15

August graduation: September 15

December graduation: January 15

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.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____