



UTICA COLLEGE

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 professor processes the Incomplete-to-Grade Form.

Instructions to the professor:

- The primary professor 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 alternate grade is entered, the "I" will automatically convert to a grade of "IF" on the default date noted.
- Graduate students CANNOT graduate in the semester in which they receive an "I."

Student Name: _____

UC ID#: _____

Class: _____
(Course number and section)

CRN: _____

Reason student is requesting incomplete (use reverse side if more room is needed):

| | | |
|-------------------|------------------|------|
| Student Signature | Telephone number | Date |
|-------------------|------------------|------|

Complete Address: _____

If an undergraduate student is graduating, the deadlines to complete incompletes are:
May graduation: June 15 **August** graduation: September 15 **December** graduation: January 15

Deadline for completion of incomplete: _____

Alternate grade if incomplete is not completed (if any):

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 incomplete is not completed, the "I" grade will automatically default either to a grade of "IF" or "I + alternate grade".

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.

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

I agree to give an Incomplete grade as requested under the conditions listed above.

Instructor Signature: _____

Date: _____