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.

The primary professor of the course now records the grade of "Incomplete" directly via Banner Web when they enter all final grades. When entering the grade of "I" 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 alternate grade is entered, the "I" will automatically convert to a grade of "IF" on the default date noted in Banner Web. The deadline and alternate grade should be entered by the faculty member via Banner Web at the same time s/he enters the incomplete grade.

This form is a contract between professor and student. It does *not* need to be submitted to the Registrar's Office.

The student and instructor should each retain a copy of this contract for their records

Student Name: _____ UC ID#: _____

Class: _____ CRN: _____
(Course number and section)

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

_____ _____ _____
Student Signature Telephone number Date

Complete Address: _____

If 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".

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: _____

A copy of this contract must be forwarded to the home school of the faculty member assigning the grade of "I."