

INCOMPLETE GRADE CONTRACT

Woods College of Advancing Studies Incomplete Grade Policy

All required work in a course must be completed by the date set for the final exam. In cases of extenuating circumstances and with appropriate documentation, the instructor may use their discretion to issue a temporary grade of Incomplete (I). A contract for an incomplete may only be issued if the work that is missing is less than 25% of the required work in the class

If the faculty member agrees to a grade of Incomplete, a formal contract with outstanding work and deadlines is needed and must be sent to the appropriate WCAS Associate Academic Dean for approval. Once approved, the faculty enters a grade of "Incomplete"; upon completion of the work, the faculty will change the grade in Agora. Unresolved Incompletes will automatically be changed to a grade of "F" on March 1 for the fall semester, August 1 for the spring semester, and October 1 for the summer.

Instructions:

- Incomplete grades must be accompanied by an Incomplete Grade Contract between the instructor and the student, detailing all outstanding work to be performed by the student and specifying all deadlines for submission of this work.
- The grade of "Incomplete" may be assigned only if the student and the instructor have agreed to the conditions as listed below.
- Deadlines for the completion of work under this contract must meet those specified in the policy statement.
- Incomplete Grade Contract must be first signed by both student and the instructor and then the Associate Dean, who will have a copy of the contract placed in the student file. This contract must be on file *before* the "I" grade has been reported by the Instructor on the Grade Sheet.
- Incomplete Grade Contracts must be approved by the appropriate Woods College of Advancing Studies Academic Associate Dean and, for graduate students, the relevant Program Director.

Terms:

- 1) If the student fails to complete and submit the work detailed below by the specified date, the final grade reported will be an "F."
- 2) If the work is successfully completed within the time limit, the instructor will change the grade, replacing the "Incomplete" grade to the appropriate grade earned.

First Name:

Last Name

Eagle ID

BC Email Address

Course Name and Number

Instructor Name

Semester

Reason for granting the incomplete grade:

Description of work to be completed and deadlines:

Deadline for Completion:

Signatures

Student:

Instructor:

Graduate Program Director: (Graduate students only)

Associate Dean: