

## INCOMPLETE GRADE AGREEMENT FORM

*Instructor must complete this form when assigning an incomplete grade. It must be submitted with final grades for the course prior to leaving campus at the end of the term.*

Incomplete grades may be assigned only under all of the following terms and conditions:

1. Student requests the incomplete
2. A majority of the course work has been completed
3. Completion was not possible due to circumstances beyond the student's control
4. The student can complete the work independently
5. Faculty may not assign an incomplete grade in place of a failing grade or because the student stopped attending the course

The deadline for completion of course work is to be determined by the course instructor, *and must be within College designated deadlines*. The College approximate deadlines for incompletes received in Spring or Summer terms is in November and for incompletes received in Fall terms, the deadline is in April. Specific dates are posted in *Keydates and Deadlines*. They are also available on the Registrar's web page: [www.oneonta.edu/registrar](http://www.oneonta.edu/registrar).

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Term \_\_\_\_\_ CRN: \_\_\_\_\_

Course Subject/Number \_\_\_\_\_

Instructor: Specify requirements to be successfully completed by the student prior to removal of the Incomplete Grade.

1.

2.

3.

Extenuating circumstances that prevented student from completing this course are:

Deadline for completion: \_\_\_\_\_

Note: Extensions of time beyond the college mandated deadline are granted only under extreme circumstances and require a written petition from the student, with supporting documentation. The petition must contain instructor and advisor signatures and then be presented to division dean for approval.

**Requirements not completed by established deadlines will result in the assignment of a failing grade for this course.**

\* Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

\* If the student is not available, the instructor may sign this form on his/her behalf. The instructor should indicate the mode of communication used to discuss this agreement with the student (e.g. phone conversation, e-mail with student).

**The Registrar will distribute copies after processing has occurred.**