

Incomplete Grade Contract Form

STUDENT CONTACT INFORMATION:

DATE FIRST NAME LAST NAME

STUDENT ID UNT EMAIL ADDRESS

SEMESTER; YEAR; SESSION (ex: Summer, 2015, 5W2) COURSE AND SECTION NUMBER

PHONE NUMBER INSTRUCTOR (PRINT NAME)

Specified date
for work to be
completed:

Work to be completed:

Signature—Original Instructor (Chair assigns
grade if instructor is not available. TFs
must obtain departmental signature

Date

Signature—Student

Date

Signature—Division Chair

Date

Grading System: Incomplete "I" Grade

An incomplete grade, "I", is a non-punitive grade given only during the last fourth of a term/semester and only if a student is:

- 1) Passing the course
- 2) Has a justifiable and documented reason beyond the control of the student (such as serious illness or military service) for not completing the work on schedule.

The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on an Incomplete Grade Contract Form. This form must be signed by the student, the instructor and the department chair. A grade of "I" will be entered on the grade roster by the instructor for that specific course.

Grades of "I" assigned to work in an undergraduate course at the end of one year will default to an "F" unless the instructor has designated a different grade and submitted a UNT Change of Grade Form to the Registrar's Office within the allotted time.

Removal of "I" (Undergraduate Catalog)

A student may have a grade of "I" removed within one year by completing the stipulated work. After the student completes the work, the instructor records the final grade on a UNT Change of Grade Form once all signatures have been obtained (instructor, department chair, the instructor's academic dean). The instructor's academic dean completes the process with the Registrar's Office, where the grade point average is adjusted accordingly. **For undergraduate courses, if a student does not complete the stipulated work within the time specified, the grade of "I" will default to "F".** The student's GPA will be subject to academic penalty if work is not completed.

*For graduate students, incomplete grades will not default to a grade in one year and will remain as an "I" unless removed by a Change of Grade form.

**Turn completed form in to Michelle Aponte (MU243)