

Incomplete Contract Form

Student Contact Information

Student Full Legal Name

Date

Student ID Number

Student UNT E-mail Address

Semester

Session

Course AND Section Number
(ex: MUAM 1234.567)

Instructor of Record

Instructor UNT E-mail Address

Work to be Completed

Specific Date for Work to be
Completed

Work to be Completed

Signature of Original
Instructor (Instructor of
Record)

Student Signature

Signature of Division Chair

Policies and Guidelines for Incompletes

Grading System: Incomplete "I" Grade

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

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

The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements are to be listed on an Incomplete Grade 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.

Removal of an "I" Grade

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 and submits electronically to Registrar.Records@unt.edu (*Detailed instructions on how to submit the Change of Grade Form are available only to instructors via the Registrar's Faculty website). *****If a student does not complete the stipulated work within the time specified, the grade of "I" will default to an "F" and the student's GPA will be subject to academic penalty.***

*Please turn the completed and fully signed form to your division administrator or to Michelle Aponte (Michelle.Aponte@unt.edu) if an administrator is not available.