

University of North Carolina at Charlotte: College of Engineering¹

Record Concerning a Grade of Incomplete (I)

Course and section: _____ Term and year _____
 Instructor: _____ Instructor's phone: _____ Email: _____
 Student's name: _____ ID Number: 800 _____
 Student's address: _____
 Student's home phone: _____ Work phone: _____ Email: _____

University policy concerning the Grade of I (Incomplete): The grade of I is assigned *at the discretion of the instructor* when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the I was assigned, whichever comes first. If the I is not removed during the specified time, a grade of F, U, or N as appropriate to the course is automatically assigned. **The grade of I cannot be removed by enrolling again in the same course.**

Agreements between instructor and student

<u>Assignments completed</u> (Please list or attach record)	<u>Grade</u>	<u>Weight toward final grade</u>
<u>Reason for Incomplete:</u>		
<u>Assignment(s) to be completed</u> (Please list and attach syllabus, assignment sheet, or other description)	<u>Weight toward final grade</u>	
Due date for assignments to be submitted to the instructor: _____		

I (or my departmentally-approved designee) will accept and evaluate the assignment(s) turned in by the due date above. I will submit a change of grade form before the University deadline for removing the grade of I.	
Instructor's signature _____	Date _____

I understand the conditions of this grade of I and the expectations of the assignment(s). I understand that the grade will change to an F or a U if I do not submit the remaining assignment(s) by the due date above.	
Student's signature _____	Date _____

Copy to student's file and/or department file

¹ Freely adopted from the College of Education with permission.