



INSTRUCTOR-STUDENT AGREEMENT FOR FINISHING AN INCOMPLETE COURSE (“I” GRADE POSTED)
The instructor, student and academic advisor should retain a copy of this completed form.

Student Name _____ Instructor Name _____
Student UMID _____ Instructor E-Mail _____
Course Number _____ Term/Year of Course _____

Note: Instructors are not obligated to give an Incomplete. SEAS policy permits a student to request an Incomplete if:

- They have completed at least 70% of the work for the course
- They are unable to finish the course for reasons acceptable to the instructor
- They were maintaining a C- or higher average at the time they were unable to complete the course requirements.
- The student and instructor have had a conversation about the Incomplete.

The policy can be found in the SEAS Master’s Student Handbook.

STUDENT AND INSTRUCTOR AGREE THAT THE FOLLOWING WORK MUST BE COMPLETED:

(List specific assignments, exams, papers, and projects)

DEADLINE FOR STUDENT TO SUBMIT WORK/TAKE EXAMS (Check one)

- ___ SEAS default deadline (end of the next full term)
- ___ An earlier deadline set by the instructor (include specific date – MM/DD/YY) _____
- ___ With the schedule of next offering of course (e.g., student must take the required final exam they did not initially complete when the next class takes final exam)

Note: If a deadline later than the next full term (excluding spring/summer) is desired, student and instructor must contact SEAS’ Registrar. **Extension should be requested before deadline has passed.**

If the student does not complete the work by the specified deadline, the Incomplete will lapse to a failing grade.

By signing below, we acknowledge and agree to the above terms and conditions.

Student Signature _____ Date Signed: _____

Instructor Signature _____ Date Signed: _____