

The University of Akron Wayne College
Incomplete Grade Contract

Instructors must complete this form. Please review the guidelines on reverse side.

PLEASE PRINT:

Current date: _____

Instructor Name: _____

Course Title: _____ Credit Hours: _____

Course Number: _____: _____ - _____ Term: Fall Spring Summer Year: _____

Student ID Number: _____ (*required*)

Student Name: _____

Student's Passing Grade to Date: _____

Reason for Incomplete:

Requirements Necessary to Remove "Incomplete Grade" (*please be specific*):

Above requirements to be completed by this date: _____

Affixing signatures indicate instructor and student understand the above contract.

Instructor Signature: _____

Student Signature: _____

Associate Dean or Director of Faculty Signature: _____

Distribute copies of completed form with signatures to: *Instructor Student Student Services & Support Office*

Reverse side: Guidelines for Assigning "Incomplete" Grade

GUIDELINES FOR ASSIGNING “INCOMPLETE” GRADE

The grade of INCOMPLETE (I) at The University of Akron indicates that a **student has done passing** work but for good and acceptable reasons could not complete all the required work. The **I** must be removed by the deadline (see “Critical Dates Calendar” or schedule of classes) established by the University for the following semester, not including summer sessions, or the **I** converts to an F. The *Grade Change Form*, available at the Student Services & Support Office, is to be completed—an in-person process—by the instructor and returned to that same office. The **I** may be extended by the instructor prior to the deadline of the following term, when necessary and/or appropriate, using the *Incomplete Extension Authorization* form, also available in the Student Services & Support Office.

Course grading is the prerogative of the instructor, but the **I** has some unique circumstances associated with it that this contract is intended to address. Students failing courses will sometimes request an incomplete and permission to sit through courses again, unofficially, without paying tuition and fees. Assigning an **I** under these circumstances is inappropriate and is not permitted because it essentially allows students to be retested for the purpose of changing their grades **without complying with the University’s repeat change of grade policy**.

Please follow these guidelines when assigning an **I**:

- The **I** is a temporary grade given to a student who has satisfactorily completed at least 2/3 of the course and has a grade of “C” or better.
- The student is unable to complete the course for reasons beyond his/her control, such as serious medical problem or a major family crisis (subject to verification).
- A request to do additional work for the course or the pressures of a normal academic work load are not sufficient reasons to give an **I**.
- The student who receives an **I** is **not permitted** to unofficially retake the course as the means of earning a letter grade.
- **Before the I is assigned**, the student and the instructor must complete and sign this statement indicating or attaching student’s documentation the reason for the **I** and the specific work to be completed. **Form must then be forwarded to the Associate Dean or Dean of Faculty for approval.**
- A reasonable deadline for removing the **I** earlier than the established University deadline for the following semester may be included in this agreement.
- At grade reporting time the instructor should file this signed contract with the Student Services & Support Office to be placed in the student’s file.
- Removal of **I** with a final grade must be done on the *Grade Change Form* by the published deadline, normally two weeks **prior** to finals week of the following semester.

Reverse side: Incomplete Grade Contract