

UNIVERSITY OF HARTFORD

COLLEGE OF ARTS AND SCIENCES

Agreement for Completion of Incomplete Coursework

If an undergraduate student whose work is otherwise satisfactory is unable, because of extenuating circumstances, to complete his or her work at the end of a semester, the work is reported as incomplete (I), provided arrangements to complete the work are made with the instructor in advance. "Extenuating circumstances" cover such situations as serious illness or events that make it impossible for a student to complete the required work. The use of the designation "I" is specifically prohibited for situations involving heavy workloads or the pressure of other responsibilities of the student. Note that if a student is not passing the course at the time, a grade must be given, rather than an "I". Requirements for credit must be met by the end of the next regular semester, or at an earlier date if one is specified. An undergraduate student in residence who has not fulfilled the requirements of the course at the end of the time specified will receive a mandatory grade of F. This form should be used in all cases where a letter grade or P/NP cannot be assigned at the end of the semester, even if the work is to be made up in a very short time.

Please note that students with the grade of I in any course are ineligible for the Dean's or President's List for that semester. Any course with a grade of I will not be considered as earned credits for purposes of academic standing, probation, removal from degree candidacy, or dismissal.

Please complete the form, keep a copy for your file and provide the student with a copy as well. At the point when the student has completed all course work, please send in a copy of the "incomplete" form accompanied by a change of grade form.

Semester/Year _____ Date of Contract _____
Name _____ ID# _____
Contact Information for student (email/phone) _____
Course Title _____ Subj _____ Code _____ CRN _____

Grade of Incomplete to be resolved in the following manner: Please check one.

submit paper or report. take final exam submit other outstanding requirements

Specific course of action required to complete the course requirements: _____

Reason for Incomplete (give a detailed explanation that meets the criteria listed at the top of the form):

I, _____, understand that if I do not complete the above work by _____, the grade of F will be recorded for this course.

Student's signature

Faculty Signature

In cases where it is impossible to obtain a student's signature, an e-mail confirmation from the student can be used in place of a signature.