



UCONN

THE GRADUATE SCHOOL

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INCOMPLETE COURSE AGREEMENT

This optional form is intended to help graduate students make arrangements for a mark of Incomplete in a course. Instructors are not required to grant requests for an Incomplete and do not have to provide the full time frame (one year from the time the grade was originally due) described in the Graduate Catalog. Completed copies of the agreement should be retained by the student and course instructor. This form should not be submitted to The Graduate School.

Conditions for Assigning a Temporary Grade of Incomplete:

A student has not completed all of the assessments but work completed is of passing quality and a make-up schedule has been agreed upon with the instructor.

Time Frame to Resolve an Incomplete:

Per the Graduate Catalog, if all work required to change a mark of "I" is not submitted within 12 months following the end of the semester or session for which the mark was recorded, or within a shorter period of time specifically designated by the instructor, no credit is allowed for the course. Upon the recommendation of the instructor to The Graduate School, a limited extension of an Incomplete may be granted.

FIRST NAME _____ LAST NAME _____

STUDENT ID # (SEVEN DIGITS) _____ NETID _____ EMAIL _____

| Semester | Year | Department | Course | Section | Credits | Instructor |
|----------|------|------------|--------|---------|---------|------------|
| | | | | | | |

Remaining work to be completed:

Deadline to complete all course requirements: _____

If work is not completed by the agreed upon deadline, the following action will be taken:

The Incomplete grade will permanently remain on the transcript

The instructor will assign a final grade for the course based on submitted work and factoring in zeros for uncompleted course requirements as appropriate*

Student signature: _____
(Required) (Name)

(Signature)

Instructor signature: _____
(Required) (Name)

(Signature)

*If access to the "Request Grade Change" function in the course roster is not available, the instructor should email registrar@uconn.edu for assistance updating the grade.