



SUNY Cortland Student Registration and Record Services
 Room 223, Miller Building
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 607-753-4702

FACULTY & STAFF Incomplete Grade Agreement Form

Student Name: _____ Course: _____ Student CID: _____

Instructors are encouraged to use this form to clearly document the requirements a student must complete to resolve an incomplete grade (INC), how the instructor will receive the work, and the deadlines for resolving the INC.

- An incomplete (INC) grade is a temporary grade, issued at the discretion of the instructor in two circumstances: when a student is unable to complete the course, or when an academic dishonesty charge has been brought against a student and the resolution of that charge is still pending.
- In determining whether a student will be granted an INC, the instructor may consider extenuating circumstances that support the request; the coursework the student has completed at the time of the request; and the availability of labs, studios, or other specialized resources relevant to the course.
- Instructors may limit the granting of an INC to students who have completed a majority of the assigned course work to date. Instructors also may require students to provide documentation to justify the granting of an INC, and instructors may require students to be earning a passing grade in the course at the time the INC is requested.
- If an instructor chooses to issue an INC, the work required for incomplete graduate courses must be completed within one year and must be resolved by the end of the last day of classes of the identified semester. Instructors are permitted to set an earlier deadline within that period.
- The work required for incomplete undergraduate courses must be completed prior to the end of the last day of classes of the following major (fall/spring) semester. Instructors are free to set an earlier deadline within that period.
- If no grade is issued by the end of the last day of classes of the identified semester within the appropriate timeline, the INC will revert to a failing grade of E or U, depending on the grade mode of the course. Exceptions may be granted only upon written petition to the instructor and the associate dean. Factors to be considered include deadlines for making up other INC grades and the student's schedule in the semester the INC is to be made up. The associate dean consults with the instructor involved before granting an extension of time in which to make up the INC.
- Student degrees cannot be conferred when there are any INC grades on the record. The date of the degree will be determined by the date that the INC grade is resolved. The degree conferral date cannot revert to an earlier date or be adjusted.
- Students cannot re-register for the same class to make up an INC grade and should not be advised to do so.
- Any student who has an INC grade on their record will not be permitted to student teach or pursue an internship per College policy.
- Students should consult with the Financial Aid Office to determine the impact an Incomplete grade will have on their aid status.

(1) Specify the requirements to be completed by the student prior to removal of the INC. (Use additional sheets if needed.)

(2) Extenuating circumstances that prevented the student from completing the course within the term:

(3) Deadline (date) for the completion of work: _____

(4) How will the work be delivered to the instructor by the established deadline? (e.g. email, office, Blackboard, U.S. Mail): _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructors: Please retain a copy of this form for your records. Submit the original to Student Registration and Record Services for inclusion in the student record. You may also send a copy to the department chair or associate dean if your department and school requires it.