



Agreement of Grade of Incomplete

THIS SECTION TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Student Name

Student ID

Student Email Address @mavs.uta.edu

Student Phone Number

Semester: _____ Spring (+ Winter Intersession)
 _____ Summer (+ May Intersession)
 _____ Fall

Year: _____

Course Instructor: _____

Course Prefix
(Ex: ACCT)

Course Number
(Ex: 2301)

Section Number
(Ex: 001)

Course Title
(Ex: Principles of Accounting I)

Last date of attendance/assignment submission: _____

Reason for request: _____

Please attach additional documentation

DO NOT COMPLETE --- THIS SECTION IS TO BE COMPLETED BY INSTRUCTOR:

Specific work to be completed (list of assignments/exams including content):

Attach additional sheets if needed

Agreed upon course work must be completed and submitted to

_____ by _____
(Instructor Name/Department) (Full Date)

Default grade to be assigned if still incomplete: B C D F

The grade of incomplete (I) is given only when a student has completed a substantial portion of the course but cannot complete all the course work by the end of the semester due to extenuating circumstances. Extenuating circumstances include (1) incapacitating illness which prevents a student from attending classes; (2) a death in the immediate family; or (3) other emergencies deemed appropriate by the instructor.

Once the appropriate work is completed, the instructor must submit to the Registrar's Office a completed change of grade form, signed by both the instructor and the chairperson of the department. If no grade change is submitted by the date indicated above the completion of work, the default grade indicated above will be assigned to the course through a grade change form. Please note that if a grade change is not submitted by the last date of the final exam for the next long semester, the grade of "I" will automatically change to an "F" for undergraduate students. (See university policy at: <https://www.uta.edu/records/faculty-staff/grading.php#incompleteGrades>)

Student Signature: _____ Date: _____

Approved: _____ Date: _____
Course Instructor

DO NOT COMPLETE --- THIS SECTION IS FOR ADMINISTRATIVE USE ONLY:

The student's advisor _____ / _____
Name Email

was notified on _____
Date

The Department Chair _____ / _____
Name Email

was notified on _____
Date

Grade Change Submitted: _____ Date: _____