



INCOMPLETE GRADES FORM

NAME:	Student I.D. #
TERM:	Course Name & #

Incomplete Grades Policy

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an F (failure without credit). The instructor may specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question, or by attending additional classes. In other instances, students should withdraw. (UMKC Catalog <https://catalog.umkc.edu/undergraduate-academic-regulations-information/grading-options-auditing-courses/incomplete-grades/>)

GRADUATE ONLY

This policy is exclusive of those courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and research and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor. (UMKC Catalog <https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/course-and-grading-policies/graduate-course-grading/>)

For students who are completing coursework considered as directed individual studies, internships, special topics, practica, research & thesis, please refer to the Ineligibility Due to Unsatisfactory Progress or Performance Policy (UMKC Catalog <https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/requirements-for-retention-and-eligibility/graduate-ineligibility-policies/>)

Assignments that must be completed:

The above assignments must be completed by (MM/DD/YYYY):

Please sign this "Incomplete Grade" and return to the course faculty. Once signed and received, this form will be placed in your permanent student record at UMKC's Office of Registration and Records and in your student file at the School of Nursing & Health Studies.

I hereby acknowledge by my signature that I have read and agree to the above academic contract provisions and will be governed thereby. I received a copy hereof.

Student Signature & Date:
Faculty Signature & Date:

Once the agreement is made and form complete, faculty please send copy to: registrarimaging@umkc.edu