

CONTRACT FOR COMPLETION OF INCOMPLETE GRADE

This contract should be completed by the student and instructor of a class that a student received an “I” (incomplete) grade. According to the UMKC catalog:

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course due to serious illness or reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor to complete coursework. The instructor and student must agree on remaining work and document the contract in the student file. Students should not re-enroll in a class for which they earned an incomplete. Students should not attend the course in a subsequent term in-person or virtually. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. No exceptions or extensions to the one-year timeline will be granted. Students may not earn a degree or graduate with a UMKC incomplete on their transcript.

Please complete this form completely and submit to umkcsseforms@umkc.edu. This form does not require approval of anyone except the instructor, but must be submitted to be kept on file with the dean’s office.

NAME: _____ **ID NUMBER:** _____

ADVISOR: _____ **DATE:** _____ **SEMESTER:** _____

DEGREE/PROGRAM: _____

TO BE COMPLETED BY THE STUDENT:

INCOMPLETE COURSE INFORMATION	
Course Number:	Course Title:
Course credit hours:	Course Enrollment Term:
Instructor Name:	
Reasons for the incomplete grade: 	
Summary of work to be completed (attach additional pages if needed): 	

TO BE COMPLETED BY THE INSTRUCTOR:

Please attach course syllabus and a gradebook of completed work/earned grades. If the information the student states above is correct, please complete this section and sign below. If not, work with the student to adjust the information above.	
If the student completes none of the assigned work, the student’s grade will be:	
All work must be completed by the following deadline:	
Instructor Signature: _____	Date: _____

I agree to complete the work listed above by the indicated deadline. I acknowledge that if work is not submitted by the deadline, I will receive the grade in the course indicated above. If I have any concerns or questions I understand that it is my responsibility to contact the instructor. I understand that I cannot graduate with an incomplete grade on my transcript.

Student Signature: _____

Date: _____