



INCOMPLETE GRADE CONTRACT

BLOCH SCHOOL

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

Incomplete Grade 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.
- 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 who receive an incomplete **must** complete the required work within one calendar year to avoid an F (failure without credit). 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.
- In other instances, students should withdraw from the course **OR** accept the appropriate grade and re-take it the following semester and submit a completed course repeat form to have the new grade replace the first one.

*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. 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/>)

Course grade (or points earned) earned at the time the student requested the incomplete: _____

Assignments to be completed:

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

Immediate assessment and grade will be awarded at the time of the established completion date. Failure to meet requirements or complete assignments may result in failure of the course. If students realize after agreement has been established, they are unable to meet requirements by established date, **it is the student's responsibility** to contact the faculty PRIOR to the completion date and discuss possible revision of the incomplete grades form.

Please sign this "Incomplete Grade" and get faculty signature. Both parties should keep a copy and one copy should be given to the student's academic advisor who will place it in the permanent student record at UMKC's Office of Registration and Records.

Student Signature & Date:
Faculty Signature & Date:

Once the agreement is made and this contract is signed, the student should send a copy to his/her academic advisor.