

## Incomplete Grade Agreement

Name:	NYU Email:	ID#: N

The grade of "I" (Incomplete) is a temporary grade that indicates the student has, for good reason, not completed all of the course work, but there is the possibility that the student will eventually pass the course when all requirements have been completed. A student must request the grade of I from the instructor, presenting documentation of illness or other exceptional circumstances, and clarify the remaining course requirements with the instructor. The incomplete grade is not awarded automatically, and should not be used when there is no possibility the student will eventually pass the course.

If you have exceptional circumstances, you may request an incomplete grade based on your performance throughout the term only:

- At the discretion of the course instructor
- After the ninth week of the term
- With at least half (50%) of the coursework complete

The amount of time you have to complete outstanding work is ultimately determined by the instructor, but it cannot be longer than one academic semester after the end of term. If the outstanding course work is not completed after the designated time for resolution has elapsed, the temporary grade of I becomes an **F**, and will be computed as such in the student's grade point average.

## Please keep a signed copy of this incomplete grade agreement for your records. The original form should be submitted to the Academic Advising Office for Liberal Studies, 726 Broadway, 6th Floor (<u>ls.advising@nyu.edu</u>).

## **Course Information**

Course #/Section	Course Title	Term	Year
Instructor Name (print)		i	
Reason for Incomplete Grade			
Grade based on work			
completed to date			
Work Remaining for Final Grade	-		% Final Grade
(if needed, use back of form to list ado	litional details for coursework)		
1.			
2.			
3.			

## **Deadline** for submission of outstanding coursework and assignments:

I acknowledge that I have read and understand the information above, and agree to the terms of this Incomplete Grade Agreement, as outlined by the instructor.