

## **GRADE OF INCOMPLETE AGREEMENT FOR MLS COURSES**

A student may receive a grade of Incomplete (I) if the majority of the course requirements have been completed with passing grades but for some justifiable reason, acceptable to the instructor, the student is unable to complete the full requirements of the course. In accordance with University policy, at the time an Incomplete is given the instructor must stipulate in writing to the student and the MLS Office the requirements and completion date that are to be met and the grade that will be given if the requirements are not met by the completion date. The maximum period of time allowed to clear the Incomplete grade is 12 months. If the Incomplete grade is not cleared by the date set below by the instructor or by the end of the 12-month deadline, the Incomplete will be changed to the grade provided below by the instructor or to an F if no alternate grade is provided.

***Note: Graduation candidates must clear all incompletes prior to the deadline in the official University Calendar, which may limit time frame for completion.***

STUDENT NAME: \_\_\_\_\_ SMU ID: \_\_\_\_\_

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTOR'S DEADLINE FOR COMPLETION:** \_\_\_\_\_

(12-months maximum assumed if left blank)

Nature of work to be completed (e.g., if a paper, length and topic; if an examination, type and material to be covered):

\_\_\_\_\_

Relative weight of Incomplete work:

\_\_\_\_\_

Grades of work already completed:

\_\_\_\_\_

GRADE TO BE ASSIGNED IF NO ADDITIONAL WORK IS DONE: **F or** \_\_\_\_\_

Additional comments:

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_