

UNIVERSITY OF NORTH TEXAS

College of Music

Incomplete Grade Contract Form

Academic Unit or Department _____

Student enters the following information:

Student Name: Last _____ First _____ Student ID# _____

Email Address: _____ Telephone: _____

Semester: Fall _____ Spring _____ Summer _____ Year _____ Session: _____

Course and Section Number: _____

Instructor: _____

Attach appropriate documentation such as medical report, obituary notice, court appearance notice, etc.

Instructor enters the following information:

Specified date for work to be completed _____ (maximum 1 year from original assignment of "I")

Work to be completed:

Default grade entered in EIS [*Grade earned if the incomplete requirement(s) is/are not met*] _____

Signature—Original Instructor (Chair assigns grade if instructor is not available.
TAs/TFs must obtain departmental signature

Date

Signature—Student

Date

Signature—Division Chair

Date

Turn in to the Administrative Assistant for the Dean of Academic Affairs when complete.

Please note:

1. For undergraduate courses, incompletes will automatically default to a grade in one year unless a Change of Grade form is completed
2. Undergraduate grades will automatically default to an "F" unless the instructor enters a different default grade in EIS.
3. For graduate courses, incompletes will not default to a grade in one year and will remain as an "I" unless removed by a Change of Grade form.

Rev: 7/2008

Copies: instructor, student, academic unit

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Incomplete Grade Policy

Grading System: Incomplete “T” Grade

An incomplete grade “T” is a non-punitive grade given only during the last fourth of a term/semester and only if a student is:

1. Passing the course, and
2. Has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service) for not completing the work on schedule.

The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on an ***Incomplete Grade Contract*** form signed by the instructor, student, and department chair, and also entered on the grade roster by the instructor.

Grades of “T” assigned to work in an undergraduate course at the end of the Fall 2007 semester or later will default to “F” unless the instructor has designated a different automatic grade.

See also: **Removal of “T” Policy**

Removal of “T” (Undergraduate Catalog)

A student may remove a grade of “T” within one year by completing the stipulated work. After the student completes the stipulated work, the instructor records the final grade on a ***UNT Grade Change Form*** and obtains the department chair’s signature. The instructor’s academic dean completes processing with the Registrar’s Office, where the grade point average is adjusted accordingly. **For undergraduate courses taken Fall 2007 or later, if a student does not complete the stipulated work within the time specified, the grade of “T” will default to “F” unless the instructor has designated a different automatic grade.** The GPA is adjusted accordingly and the student will be subject to academic penalty should any exist.