

Incomplete (I) Grade Agreement

According to University Policy, a grade of Incomplete (I) is to be assigned “when a student, because of illness or other cogent reasons, is unable to complete the requirements of the course.” A student wishing to be considered for an I grade in a course must contact the instructor before the end of the semester, indicating the reason(s) for the request. The instructor must then complete this form, and send it to the Office of the Registrar by the deadline for submission of final grades.

1. (a) Student’s Name:
(b) Student’s SUNY Fredonia ID:
(c) Semester:
(d) Course Subject Code and Course Number(e.g., MATH 210-01):
(e) Course Title:
(f) Instructor’s Name:

The requirements for the course must be completed before the end of the next regular semester, or by an earlier date set by the instructor; otherwise, an I becomes an F (or the grade indicated in 4 below) on the student’s permanent record. Once the work for the course has been completed and received by the instructor, the instructor will submit the student’s grade for the course to the Office of the Registrar.

2. Date by which the course work must be completed:

3. List the course work to be completed:

4. Grade student would receive if no additional course work were completed:

5. Instructor Signature:

Date:

6. Once this form has been completed, it must be sent by the instructor via their Fredonia email address to the Registrar's Office at registrar@fredonia.edu. **The instructor must copy the student.** The Incomplete Grade will not be entered unless the student is copied in the email communication.