



**CUNY School of Labor and Urban Studies (SLU)
Agreement between STUDENT AND INSTRUCTOR
for the resolution of an “INCOMPLETE” grade**

Policy

An “Incomplete” grade is a temporary grade in a given semester. It is the student’s responsibility to request an “Incomplete” grade in a timely manner, no later than two weeks before the final project or exam is due. The grade is given at the discretion of the instructor of record. It may be granted if participation requirements have been met and the only outstanding work is a paper, project or examination. The instructor has the right to refuse a request. If the request is granted, the Instructor can set a time limit for completion that is shorter than the end of the following semester. The outstanding work must be completed by end of the following term. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student’s transcript of the date of change.

Agreement

Student’s Name _____
 Instructor: _____ Instructor’s email _____
 Course name _____ Course # _____
 Semester taught: Fall ___ Winter ___ Spring ___ Summer ___ Date/year _____
 Student’s email _____ Union Affiliation if any _____

Reason(s) for “Incomplete” _____

Student agrees to complete the following assignment(s) to cure the “Incomplete” (Professor may attach assignment):

a) Final exam ___ b) Pending assignments ___ c) Presentation ___ d) Final Paper ___ e) Other (specify):

Date by which student agrees to complete assignment(s) as described above:

If student plans to seek support at the SLU Writing Center, please include date/time of initial appointment (appointments can be scheduled at <https://writingcenter.commons.gc.cuny.edu/>):

Student’s signature _____ Date/Year _____
 Instructor’s signature _____ Date/Year _____