



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

25 West 43rd Street, 19th Fl, New York, NY 10036-7406 | Phone 646-313-8300 | slu.cuny.edu

Incomplete Grade Policy Agreement

Policy

An Incomplete grade (INC) is a temporary grade. 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.

- **To be eligible, the student must have completed over 50 percent of the work required for the course by the time the request is made.** 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.
- 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.
- INC grades for undergraduate courses must be completed by the end of the following semester. INC grades for graduate courses must be completed within one year.
- Incomplete grades unresolved in the above-mentioned time will become a FIN in student's record and may not be changed thereafter.

Best Practices

Most SLU students working towards finishing an incomplete utilize the [SLU Learning Hub](#) to help them set goals for and receive periodic feedback on their work. Students are encouraged to make repeating appointments to support their progress. See [this guide](#) to schedule an initial appointment with a writing consultant.

Agreement:

Student's Name: _____ EMPLID: _____ Semester: _____

Course: _____ Course Name: _____ Instructor: _____

Student's SLU email address: _____

Instructor's SLU email address: _____ 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 from the SLU Learning Hub, please include date/time of initial appointment: _____

Student's signature _____ **Date/Year** _____

Instructor's signature _____ **Date/Year** _____

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