INCOMPLETE GRADE AGREEMENT

A grade of incomplete may be given when a student cannot complete assigned work because of unanticipated circumstances beyond personal control, typically in cases of incapacitating illness. A grade of X or Y will be given only if the instructor believes the student has a reasonable chance of passing the course by taking an examination or turning in the required work or both.

The grade of “X” indicates that a student was absent from the final examination due to reasons beyond his/her control.

The grade of “Y” indicates that a student will not be able to complete assigned work because of illness or other circumstances beyond personal control.

INSTRUCTOR: If you are giving an incomplete in a class, you must complete Parts I–IV sign Part VI, and return this form to NU-Q Records when grades are posted.

STUDENT: If you believe you will need an incomplete in a class, you must complete Part I, II, III, and IV of this form and have it approved by your instructor no later than the last regular class meeting of the semester. Your instructor must approve the incomplete, verify your current grade, and confirm remaining assignments required for you to receive a final grade. Return this form to NU-Q Records.

- For credit to be awarded, students have two semesters to complete the work in which you are in residence in any school of Northwestern, or within one year after the course was offered if you are not in residence for the class and receive a grade. The student must complete the course work and the grade must be changed no later than the end of the second subsequent semester (fall or spring) or the incomplete will be changed to a final grade of “F” (failure). Students planning to graduate within that time frame must complete courses and receive grades before graduating. Incomplete grades remaining at the time of degree conferral will be changed to final grades of “F” (failure).

- Students must submit work to the instructor before the end of finals week of the second subsequent semester or, if applicable, contact the instructor and make arrangements for a final exam at least two weeks before the end of finals week of the second subsequent semester.

- Any extension beyond two semesters will only be made with written approval of the Associate Dean of Academic Affairs prior to the end of the two-semester period. Failure to complete the outstanding work by the deadline, or within an extension approved by the Associate Dean of Academic Affairs ahead of time, will result in forfeiting academic credit and in the X/Y grade being changed to an F on your transcript.

The agreement below describes the outstanding work as well as the time limit the student has to complete it

PART I INDIVIDUAL INITIATING INCOMPLETE: _____ INSTRUCTOR _____ STUDENT

PART II STUDENT INFORMATION:

STUDENT NAME ___________________________ STUDENT ID # ___________________________

PART III COURSE AND INSTRUCTOR INFORMATION:

INSTRUCTOR ___________________________ SEMESTER ___________________________ YEAR ___________________________* TYPE OF INCOMPLETE (X or Y)

DEPARTMENT/COURSE PREFIX AND NUMBER ___________________________

COURSE TITLE ___________________________

WORK THAT REMAINS INCOMPLETE Instructor: please specify work that will remain incomplete at the end of the semester (e.g., term paper, two laboratory experiments, reading 3 books, final exam) Attach additional pages as needed. __________________________________________________________

______________________________

PART IV DEADLINE TO COMPLETE THE COURSEWORK:

______________________________

PART V STUDENT REASON FOR INCOMPLETE REQUEST: Explain the reason for requesting this incomplete. Attach additional pages as needed. __________________________________________________________

______________________________

STUDENT SIGNATURE ___________________________ DATE ___________________________

PART VI ADMINISTRATIVE SIGNATURES:

INSTRUCTOR ___________________________ DATE ___________________________* ASSOCIATE DEAN FOR ACADEMIC AFFAIRS ___________________________ DATE ___________________________

NU-Q STUDENT RECORDS USE ONLY:

DATE RECEIVED: ____________ BY: ____________ NOTES: ____________

COPY TO ACADEMIC ADVISING: By: ____________ DATE: ____________ COPY TO STUDENT: By: ____________ DATE: ____________

PLEASE RETURN COMPLETED FORM TO NU-Q STUDENT RECORDS OFFICE, NU-Q Building, Room G-116

studentrecords@qatar.northwestern.edu

REV 4/16/2017