



UNIVERSITY of
NEW ORLEANS

Incomplete Grade Agreement

BOTH RECEIVING STUDENT AND ISSUING FACULTY SHOULD READ THE LAST PAGE (Impact of Incomplete Grades on Financial Aid Programs) BEFORE AGREEING TO THE USE OF AN INCOMPLETE GRADE IN ANY COURSE.

GUIDELINES FOR USING THE AGREEMENT FORM

A grade of “I” (Incomplete) is assigned when, due to extenuating circumstances beyond their control, students **engaged in passing course work** are unable to complete class assignments within the time frame of the course’s session (regular semester or mini session).

FOR UNDERGRADUATE LEVEL COURSES: A grade of “I” must be changed to a completed grade before the end of the drop/add period of the following regular semester (including summer) that the course was taken, or before a degree is awarded.

FOR GRADUATE LEVEL COURSES: A grade of “I” must be changed to a completed grade before the last class day of the following regular semester (including summer) that the course was taken, or before a degree is awarded.

**STUDENTS WILL NOT BE ALLOWED TO GRADUATE
WITH GRADES OF “I” ON THEIR TRANSCRIPT**

Should a student fail to complete the course work within the designated time period, the grade of “I” will be converted to a grade of “F.”

Students may not re-register in a course for which a grade of “I” has been assigned to them.

Students may not register in any course that requires a course for which a grade of “I” has been assigned to them (example – you may not register in ENGL 1158 if you have received a grade of “I” in ENGL 1157).

It is the responsibility of the course instructor who assigned the grade of “I” to make the final determination of the grade.

This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to both the student’s academic advisor and the Associate Provost for Academic Programs, and placed on file in the department that teaches the course.

Incomplete Grade Agreement

Student:

Last Name	First Name	M.I.	UNO ID	Phone Number	E-mail Address

Course:

Subject Prefix	Catalog Number	Section	Credits	Semester	Year

Course Title: _____

Student Work Deficiencies to be addressed for the grade of "I" to be removed (Be Specific):

Date by which deficiencies must be completed: _____

Endorsements:

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Graduate Course: _____

Date: _____

Graduate Coordinator Signature

Undergraduate Course: _____

Date: _____

Department Chair Signature

Impact of Incomplete Grades on Financial Aid Programs

When a student receives an I-grade, it affects their Satisfactory Academic Progress (SAP) review for federal and state aid (university scholarships and TOPS).

The state calculates the GPA for TOPs recipients. Schools must report the individual grades for each student to LOSFA. They will treat the I-grade as an "F" to calculate the student's GPA for the mid-year and end of award year requirements. When the grade is updated, UNO must send the updated records to the state for another eligibility review. These reviews are quite lengthy and take several additional weeks to complete as it is a manual process for the state.

UNO scholarships require eligibility reviews at mid-year and at the end of spring. An incomplete grade will result in a delay in determining whether or not the student remains eligible to receive the funding. Many students who rely on the out-of-state fee waiver to attend UNO will not return the following semester if we cannot determine their eligibility before tuition and fees are due for the payment period. If they do not maintain continued enrollment the scholarship, it is permanently suspended.

National Guard exemptions require our office to report the cumulative GPA as of the end of the term. We must use the GPA currently on file with the Registrar. The GPA is incomplete if the student has an outstanding I-grade, and if the grade eventually turns to an "F," it often results in our office having to reverse the benefit and the student owes UNO the amount of his/her exemption. This creates a receivable for UNO. The military does not offer an appeal's process for this reversal.

Federal aid requires SAP to be reviewed prior to disbursement of aid and each time there is a change in the student's academic records. Although, the I-grade is still counted in the attempted and earned hour ratio(s), an incomplete grade does not allow us to accurately record the student's GPA. If in a follow-up review the student is no longer meeting SAP, aid for the term must be rescinded. This will create a receivable for the student, who will have very limited options for repayment as the semester progresses.