

**The University of Alabama
Incomplete "I" Grade Agreement Form**

Incomplete "I" grades should be recorded only in exceptional cases when: the student (a) has completed a substantial portion of the course and who is otherwise passing, (b) is unable to complete a well-defined portion of a course for reasons beyond the student's control; and (c) in the instructor's judgment can complete the required work without repeating the course.

University of Alabama policy requires all grades of "I" to be removed no later than 12 months after the end of the term in which they were awarded but prior to the student's graduation or the grade of "I" will be changed to an "F." The "I" may not be used as a means to re-enroll in a course during a subsequent semester. A grade of "I" may not be used to satisfy a prerequisite requirement.

This agreement is specific for the course below and is for the opportunity to complete missing work for the course, not to re-do assignments that were already attempted/completed. Failure to complete the required work by the agreed upon due date will result in the instructor changing the grade to an "F."

Today's Date: _____ Student's CWID: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Subject: _____ Course Number: _____ CRN: _____ Credit Hours: _____ Current grade: _____

Student and instructor agree to the following terms:

Deadline for student to submit all coursework to the instructor is: _____

The instructor can establish a deadline earlier than the 12-month regulated deadline per their discretion.

Student's Signature: _____ Email: _____

Instructor's Signature: _____ Email: _____

Department Chair's Signature: _____ Date: _____

Any grade dispute between a student and an instructor should be submitted to the chair of the instructor's department.