



**NEW YORK INSTITUTE OF TECHNOLOGY**  
**Office of Academic Affairs**  
**Incomplete (I) Grade Agreement**

**Important Notes:**

The temporary grade of Incomplete (I) shall change to a Failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule below). An IF grade may not be challenged, and the course must be repeated by the student to receive credit.

The following policies shall guide the awarding and calculation of the I grade and the change of the I grade to an IF grade:

- The student must request additional time to complete a single project, report, or final examination.
- The grade of incomplete is to be assigned only to students who are otherwise passing the course at the end of the semester.
- The instructor has the right to refuse the request and may assign a final grade based solely on the work already completed.
- The grade of incomplete will change to the failing grade if the outstanding coursework is not completed in accordance with the schedule in effect at the time it was assigned, regardless of the average the student otherwise maintained in the class (see academic calendar for dates).
- A single short extension of the time period shall be granted only in exceptional circumstances by the VP for academic affairs.
- The grade of incomplete will not be assigned to students with excessive absences, especially when those absences include the final sessions of the course, unless extenuating circumstances have been established.
- The incomplete grade is recorded by the registrar as "attempted credits," until the course is complete.
- The incomplete grade that changes to a failing grade will carry zero quality points.
- Students can advance if an incomplete grade is assigned to a prerequisite course for the term immediately following the assignment of an I grade but cannot advance after an I grade changes to an IF.
- When the grade of incomplete is changed to an IF, the I grade shall remain on the record and the transcript so that it will read IF, thereby distinguishing it from the F and the WF grades.
- I grades may have an effect on the student's financial aid/TAP and/or student visa status. Students are encouraged to meet with the financial aid/TAP and/or international student advisor when requesting the I option.

**TO BE COMPLETED BY THE INSTRUCTOR**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Phone # \_\_\_\_\_

Course Number and Section: \_\_\_\_\_ Campus: \_\_\_\_\_

Semester/Cycle End Date: \_\_\_\_\_ Term: \_\_\_\_\_

Remaining Work Required to Complete

Course: \_\_\_\_\_

Grade Earned to Date: \_\_\_\_\_ Percentage of Course Work Completed: \_\_\_\_\_

The date by which your remaining work must be submitted to your instructor is:

\_\_\_\_\_ Refer to the Academic Calendar for deadline dates:

[http://www.nyit.edu/academics/academic\\_calendar/](http://www.nyit.edu/academics/academic_calendar/)

I understand and agree that upon completion of the “Remaining Required Work to Complete Course,” if I have it in the Instructor’s possession by the deadline date, I will receive a grade for the course. If the “Remaining Required Work” is not in the Instructor’s possession by the deadline date, I will receive a permanent Incomplete (IF) grade and I may be required to re-take the course and pay for it again.

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Student’s Signature	Date	Print Name
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Instructor’s Signature	Date	Print Name
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Chair’s Signature	Date	Print Name
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