

SSW- Grade/Mark of Incomplete Agreement form – Form Guidance

Instructors may report a mark of Incomplete only if the unfinished part of the student's work, in a course other than thesis or independent study, is small; the work is unfinished for reasons acceptable to the instructor; and the student's standing in the course is satisfactory.

Links to policies regarding Incomplete grading

Undergraduate students - [CLAS Undergraduate Policies and Guidelines – Grading](#)

Graduate Students - [Graduate College Policies and Guidelines – Marking System](#)

Steps for student to be approved to receive a grade of Incomplete.

- The student will arrange an appointment to meet with the instructor to discuss:
 - Description of criteria student meets to receive Incomplete
 - Description of the course work to be completed by student
 - Deadline for student to submit work
- Then, the student will initiate the Grade of Incomplete Agreement workflow form.
- The student and instructor will receive a notification if form is approved or voided.
- If the form is approved by all approvers and the form indicates “Routing Completed”, then the instructor will submit the Incomplete grade in MAUI.

Instructor may only submit a grade of Incomplete after this workflow form is approved by all approvers and the form indicates “Routing Completed”.

The instructor will submit the final grade before or when grades are due at the end of the subsequent session.

If the instructor does not submit a change of grade by the end of the next full semester (i.e., excluding summer or winter sessions), the “I” mark automatically will be converted to an F.

NOTE: If this is a required SSW course for the social work degree, the student may be dropped from a subsequent course because the Incomplete course is a prerequisite, and/or the advancement policy may be initiated. Student should consult with their advisor for guidance with future courses.