

**INSTRUCTOR: 1) download completed form, 2) email copy to student and to Sociology advising (advising@soc.umass.edu), 3) attach syllabus to email, 4) keep a copy for your records**

## Incomplete Agreement

Incompletes (INC) require agreement of both instructor and student. Do not assign INC without discussing with student and completing this form. Incompletes are for students otherwise passing a course who are unable to complete all of the work by the end of the semester due to extenuating circumstances. In general, students should have completed more than half of the work of the course by the time the INC is entered.

**CAUTION:** INC is not a substitute for an F and may *disadvantage* students:

- INC counts as F (0) in GPA until resolved – this may affect scholarships, international student status, etc.
- INCs not resolved within one semester automatically become IF (Incomplete Fail) on the transcript
- Working on an INC can add substantially to the next semester's workload

Semester/Year: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

Instructor Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

SPIRE ID: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

Assignments Completed (add rows if needed)	Grade Received	% of Final Grade

Assignments to Be Completed (add rows if needed)	New Due Date	% of Final Grade

Describe Nature of Work to Be Completed:

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_