Incomplete Grade Agreements

Following a two-semester pilot period involving over 100 faculty participants from across Visual Arts, Engineering (CMSC and CSEE), and four unique chemistry courses, a new functionality involving Incomplete Grade Agreements will be launched across all undergraduate courses beginning fall 2016.

With the launch of this new functionality in myUMBC, it is important to note that the Incomplete Grading Policy and Grade Change Procedures remain unchanged.

Features of the Incomplete Grade Agreement Functionality Include:

- Once an incomplete grade agreement is created by a faculty member and saved, the student will receive an automatic email notification with a summary of the agreement.

- A copy of the incomplete grade agreement will automatically be saved to the advising notes such that advisors will be informed and can encourage students to complete outstanding requirements in a timely manner.

- An "Incomplete Grade Summary" button will be available in the faculty portal which will serve as a quick reference and tool to manage all incomplete grades granted.

- As incomplete grade deadlines approach, faculty and students will receive automatic email reminders so that appropriate actions can be taken to minimize "I" grades converting to "F" grades.

Important Reminders about Incomplete Grading

- An incomplete grade may not be awarded unless specifically requested by a student and all eligibility requirements are met.

- An incomplete grade should only be considered under exceptional circumstances for course work that has been qualitatively satisfactory but, for reasons beyond the student’s control, cannot be completed on time.

- Generally, an incomplete grade is granted when only a small portion of work is remaining to complete the course.

- An incomplete grade should not be granted early in the semester. If an incomplete grade is requested up through the 10th week of the semester, the student should be advised to consider a course drop or course withdrawal depending on the timing.

- If an incomplete grade is granted, the student should not re-register for or participate unofficially in the course in a later term as a means to makeup the incomplete work.

- If an incomplete grade is granted, it is good practice for the instructor to put the incomplete agreement (deadline to submit the incomplete work, list of missing requirements, etc.) in writing such that there is record of the incomplete arrangement should an issue arise at a later date.

- The outstanding course work must be completed under the guidance of the original instructor by the date specified, even if the course is not offered again, the instructor is not in residence, or the student is not enrolled in the university.

- If a grade change has not been submitted by the date grades are due at the end of the regular semester following the one in which the “I” was issued, a grade of “F” will be awarded automatically, unless the instructor requests a one-time, one semester extension of the “I” grade by submitting an RT Help Ticket to the Registrar’s Office.