



SIMMONS UNIVERSITY
Office of the Registrar
300 The Fenway, Boston, MA 02115
Tel 617.521.2111 Fax 617.521.3144

UNDERGRADUATE INCOMPLETE GRADE AGREEMENT

Undergraduate Incomplete Grade Agreements will only be accepted until the last day of classes. No more than 30% of the course's work or work more than 50% of the total grade can be outstanding. Completion of remaining coursework must make a passing grade possible.

Student Name: _____ Simmons ID #: _____

Email address: _____ Cell number: _____
(A copy of this agreement will be sent to the student, their advisor, and the instructor after filing with the Registrar.)

Course Information:

Course: _____ Title: _____

Instructor: _____ Semester: _____ Year: _____

Reason for Incomplete: (Must be circumstances beyond student's control)

Date Coursework Due: _____ (No later than 4 weeks after the last day of classes.)
If no grade is submitted by one week after the due date, the default grade below will be recorded.

Specific Coursework to be Completed:

TO THE INSTRUCTOR: Submit the final grade to grades@simmons.edu and attach this form.

DEFAULT GRADE (if no final grade is submitted): _____

By signing below, I agree that the work described above is no more than 30% of the total work of the class or 50% of the total grade of the class.

Student's Signature *: _____ Phone #: _____ Date: _____

Instructor's Signature: _____ Last Name: _____ Date: _____

Advisor's Signature: _____ Last Name: _____ Date: _____

* This form may be initiated by proxy and approved without the student's signature if circumstances prevent them from securing the form or signing it.

** Students submitting more than 2 incomplete grades in a semester must appeal to the Administrative Board.

** For work >30% of course work or >50% of the total grade, students must appeal to the Administrative Board.

** Incomplete Agreements that propose a due date after the 4-week deadline must be appealed to the Administrative Board.