

INCOMPLETE GRADE AGREEMENT

*The student, issuing faculty member, and college dean's office of the student must all receive a copy of this agreement. **The student should read the last page** (Impact of Incomplete Grades on Financial Aid Programs) **before agreeing to the use of an incomplete grade in any course.***

GUIDELINES FOR USING THE AGREEMENT FORM

The grade "I" (Incomplete) is used by an instructor at the end of a semester or summer session to designate incomplete registered credit coursework, by a student due to:

- Illness
- Military service
- Hardship
- Death in the immediate family

Incompletes will only be given if the student has already substantially completed the major requirements of the course. Instructors must judge each situation as to whether an "I" is appropriate.

FOR UNDERGRADUATE LEVEL COURSES

A grade of "I" must be changed to a completed grade before the end of the following regular semester (excluding summer) that the course was taken, or before a degree is awarded. Instructors hold the right to set earlier completion dates, recorded in the form below.

FOR GRADUATE LEVEL COURSES

A grade of "I" must be changed to a completed grade before a degree is awarded. Instructors hold the right to set earlier completion dates, recorded in the form below.

STUDENTS WILL NOT BE ALLOWED TO GRADUATE WITH GRADES OF "I" ON THEIR TRANSCRIPT

Should a student fail to complete the course work within the designated time period, the grade of "I" will be converted to a grade of "W."

Students may not register in any course that requires a prerequisite course for which a grade of "I" has been assigned to them (example: you may not register in ENGL 1160 if you have received a grade of "I" in ENGL 1150).

It is the responsibility of the course instructor who assigned the grade of "I" to make the final determination of the grade. In the event the instructor is not available at the time of the student's application for removal of an incomplete, the department chairperson will supervise the removal of the incomplete and turn in the permanent grade for the student.

This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to the student's college dean's office and placed on file in the department that teaches the course.



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Student Last Name:	First Name:	M.I.:	NU ID:
Phone Number:	Email Address:		
Course prefix, number and title (ENGL 1150 – English Comp I)	Section (003)	Credits of course	Course Term and Year

Student Work Deficiencies to be addressed for the grade of "I" to be removed (Be Specific):

Date by which deficiencies must be completed:

Student's Signature: _____ Date: _____

Signature of Instructor: _____ Date: _____

Signature of Department Chair: _____ Date: _____

*Email form to the Department of Mathematics & Statistical Sciences Office Associate (cteller@unomaha.edu)
Student, instructor, and Department of Mathematics Chairperson must be copied on email submissions.*

IMPACT OF INCOMPLETE GRADES ON FINANCIAL AID PROGRAMS

Federal regulations require a student to maintain satisfactory academic progress in the course of study he/she is pursuing in order to receive federal financial assistance. The Satisfactory Academic Progress Policy standards are applied consistently within all institutionally-defined categories of students (undergraduate, masters, and doctoral level students) and enrollment levels (full-time and part-time), regardless of whether the student previously received financial aid.

In order to comply with these regulations, the University of Nebraska at Omaha has established the following Satisfactory Academic Progress (SAP) policy.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Satisfactory Academic Progress standards are reviewed annually after the final posting of Spring semester grades and apply to a student's entire academic record. Students returning to UNO following a withdrawal or dismissal will be evaluated upon receipt of the electronic Student Aid Report. To maintain eligibility students must meet the following criteria:

1. **Grade Point Average (GPA) Standard** Students must be in "good academic standing" at UNO. For undergraduates, this is defined as having an earned UNO cumulative GPA of at least 2.00. For graduate students, this is defined as having an earned UNO cumulative GPA of at least 3.00.
2. **Pace of Progression** Students must have successfully completed ("D" grade or higher) at least 67% of the total credit hours which they have attempted at UNO, plus any transfer hours accepted from other schools, upon completion of the Spring semester.

Grades of Failing (F); No-Credit (NC); No Report (NR), Unsatisfactory (U); Incomplete (I); In Progress (IP); Audit (AU); and Withdraw (W); are considered unsuccessful completion of credit hours attempted. Only a grade of Failing (F) is used in calculating grade point averages.

3. **Maximum Time to Degree Completion** Undergraduate students must complete degree requirements within 180 attempted credit hours, Graduate students must complete degree requirements within 70 credit hours at the graduate level and Doctoral students must complete degree requirements within 125 credit hours. For this requirement, students will be suspended from financial aid eligibility the semester following the semester their attempted hours exceed their limit.

Attempted hours include both hours attempted at UNO and any transfer hours accepted from other schools you have attended. All credit hours for repeated courses will be included in the attempted hours calculation. Also, if the number of credit hours you still need to graduate, in addition to the number of hours you have already attempted exceeds the maximum attempted hour total above, your aid eligibility will be cancelled.

A course retaken beyond the first retake of a previously passed course cannot be included in the credit hour total when determining the total number of hours for disbursement of aid. "W" grades are not considered in this retake calculation, even though they are considered in the completion rate calculation in #2 above.



Please be aware of how each of the following affect your GPA and Pace of Progression

Impact of earning an incomplete grade: An Incomplete course counts as credit hours attempted but will not count as credit hours completed/earned until a passing grade has been assigned. An incomplete grade can negatively affect a student's Pace and financial aid eligibility.

Impact of withdrawing from a course: Withdrawing from a course counts as credit hours attempted but will not count as credit hours completed/earned. A withdrawn course can negatively affect a student's Pace and financial aid eligibility.

Impact of repeating courses on GPA and Pace of Progression: Repeating a course counts as attempted credit hours for each time the course is taken. If credit is earned, it will also count as completed/earned credit hours in Pace and Maximum Time to Degree Completion calculations. However, a course retaken beyond the first attempt of a previously passed course cannot be included in the credit hour total when determining the total number of hours for disbursement of aid.

Impact of transfer credits on GPA and Pace of Progression: only transfer credits accepted by UNO will be counted as both attempted and completed hours.

REINSTATEMENT OF ELIGIBILITY

Students who do not meet one or more of the SAP standards are no longer eligible to receive federal student aid and will be notified by email. Financial aid programs include, but are not limited to, all federal grants, loans and work-study, state grants, and most University of Nebraska at Omaha need-based grants and scholarships.

If you have incurred circumstances such as a death of a close family member, serious illness or injury to yourself, or other serious extenuating circumstances that you feel have significantly contributed to your academic situation, you may appeal the Grade Point Average Standard or Pace of Progression. Appeals will not be allowed for maximum credit hour issues or multiple retake issues.

APPEAL PROCEDURES

Appeals must be typed and submitted to the UNO Office of Financial Support and Scholarships using the UNO SAP Appeal Form. The appeal and any supporting documentation must be submitted within 30 days of your SAP email notification. Forms are available in the "To-Do List" section of MavLINK for eligible students.

The appeal must provide a full explanation of why the standards were not originally met, and what changes you have made to ensure all SAP standards will be met in future semesters. Supporting documentation may be supplied with your appeal submission.

No more than three appeals will be allowed per student per entire academic career at UNO.