Incomplete Grade Agreement

Please print

Student

Name ___________________________________________ ID ___________________________

Course Prefix-Number Ex: ENG-101 ______________________ Credit Hours _______________

Instructor _______________________________________ Term/Year _______________

Reason for Incomplete _______________________________________________________


Student Signature ____________________________ Date _________________________

Student/Instruction

Date by which the work must be submitted to instructor _____________________________

If the incomplete grade is not changed by the last day of the following term the incomplete will automatically convert to F.

Instructor

To be eligible for an incomplete (I), students must have completed a minimum of 75% of the coursework required for the course.

The following work (examinations, papers, or projects) must be completed successfully in order to remove the Incomplete:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Instructor’s Signature ____________________________ Date _________________________

Undergraduates/MAM: Please return this form to the Registrar’s Office after submitting your grades on web advisor.
Master of Arts in Counseling: Please return this form to the Dean’s Office after submitting your grades on webadvisor.