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/Instructor

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________________

Please return this form to the Registrar’s Office.