



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.