



## COURSE COMPLETION AGREEMENT FORM/REQUEST FOR INCOMPLETE GRADE

This form is designed for use when an Incomplete ("I") grade will be assigned to a student. The Instructor will discuss the Incomplete with the student, if possible, and fill out the form with her. The instructor should submit this form to the Registrar before the due date for grades. It is acceptable for the instructor to e-mail a copy of this form to the student for signature if it has not been possible to meet with the student prior to submitting the grade. The student should then sign and email to the Registrar. The Registrar's Office will enter the incomplete grade.

Please print the following information:

<hr/> Student Name	<hr/> Student ID Number
<hr/> Course Number and Section	<hr/> Course Title
<hr/> Instructor	<hr/> Semester Course Was Taken
Work to be completed:	Date Due
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

The final course grade should be submitted via Change of Grade Form to the Registrar's Office by the following date:

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(Last class day of the following regular semester, not including Summer Session)

**Failure to meet this deadline may result in a failing grade and loss of credit.**

<hr/> Instructor Signature	<hr/> Date
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To the Student: Please check one of the options below and sign the form. Return the form to the Registrar's Office. Contact the instructor for the course if you have any questions.

\_\_\_\_\_ I agree to the terms stated above.

\_\_\_\_\_ I believe the contract needs to be modified. (Student: Contact the instructor)

<hr/> Student Signature	<hr/> Date
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