

Incomplete Grade Agreement

The grade "I" is given when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances that may have affected academic performance. The "I" must be approved by the professor teaching the course. This form must be completed and signed by the professor and student before the end of the semester/session. The incomplete is recorded at the end of the semester/session and must be removed within 60 days for undergraduate students, and within 180 days for graduate students. The "I" grade automatically becomes an "F" if the student does not complete course requirements and a change of grade is not submitted within the time frame stipulated above.

Student Name	Student ID#
Email	Phone #
Course Title	Course # & section
Semester/Year	Degree Program & Major

Reason for the request of an incomplete grade (<i>Appropriate documentation is required prior to approval</i>)
Final grade due date: _____

Summary of work to be completed per original syllabus	Deadline
Other Instructions / Adaptations to the Syllabus:	

I, _____, agree to complete the work needed by the date(s) indicated above. I understand that if the work is not completed by this date, I will receive the grade I earned in the class. If I have any concerns or questions, I understand that it is my responsibility to initiate contact with the professor.

Signature of student: _____ Date: _____

I, _____, approve the Incomplete based on the submitted documentation of the applicant's circumstances that have affected his/her academic performance and his/her agreement to complete the work needed by the date(s) indicated above.

Signature of professor: _____ Date: _____

For professor use only:

Original retained by professor. Copies sent to: Student Advisor Program Director/Chair