

## INCOMPLETE GRADE AGREEMENT

**Date:** \_\_\_\_\_

**Course Prefix and Number:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Semester:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Email:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

**Requirements to Complete the Course:** \_\_\_\_\_

**Deadline to complete:** \_\_\_\_\_

If work is not completed by the above date, the grade for the course is \_\_\_\_\_.

**A final grade must be indicated.**

Incomplete is defined as when a student has done satisfactory work in a course but has failed to complete a portion of the course requirements because of documented, extenuating circumstances. The instructor submits the request for approval to the Office of Academic Affairs specifying the class assignments and exams yet to be completed. The time period to complete the coursework will not exceed beyond mid-term of the following semester. At the end of the contracted period the instructor must submit a change of grade request for the "I" with the final grade to be awarded to the Office of Academic Affairs. If the instructor has not requested a change to the "I" grade within the specified time period, or the student does not complete the assignments as stipulated, the "I" grade will be changed to the grade submitted by the instructor on the original request. The "I" grade is not used in the computation of a student's grade point average.

### Signatures:

**Student Signature:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

**VPAA Signature:** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Date:** \_\_\_\_\_