

AGREEMENT FOR A GRADE OF INCOMPLETE

This form must accompany the submission of grades when an “I” is assigned. It is the responsibility of the student to initiate and acquire approvals for a grade of Incomplete.

Student making the request must fill out this section and submit the form to the instructor for approval.

Student ID number _____ Term _____

Student name _____

How can the instructor of the course contact you?

Email address _____

Student’s phone number _____

Request for a grade of Incomplete for course:

Dept _____ Course Number _____ Title _____

Reason for the request:

Student’s signature _____ Date _____

To be filled out by the instructor of record/professor

The above named student is eligible to receive the grade of “I” (incomplete) for the course specified. The “I” will be converted to a letter grade upon completion of the following requirements with the submission of the grade by the instructor:

The course requirements must be completed by the stated deadline published in the College Catalog for the grading period.

If the course requirements are NOT completed as scheduled, the “I” will be converted to the following letter grade _____. *If a letter grade is not specified, the “I” will become an “F” if the course requirements are not completed as scheduled.*

How can the student contact you?

Email Address _____

Phone # _____

Instructor Signature _____ Date _____

This form must be submitted to the Registrar’s Office in order for the “I” grade to be recorded