From 3.5.10 of the Faculty Handbook:

"An incomplete grade is normally given whenever a student and a teacher have agreed that, for a good reason, the student cannot complete the course. The teacher, at this point, sets forth the requirements for completing the course during the next semester. These requirements should be clearly understood by both the teacher and student. As soon as the requirements are completed, the teacher should give the grade to the registrar's office. If the student does not complete the requirements, and the teacher does not give the grade to the registrar's office prior to the last class day of the following semester, the incomplete automatically becomes an "F"."

_____ _____

Student ID Full Legal Name

and _____have agreed upon an incomplete grade in
Teacher Name

_____for the _____ of 20_____.
Course-Number-Section Semester

The following requirements are needed in order for a grade determination to be made. (Tests, papers, final exams, or other specific requirements should be noted.)

Date incomplete work is due to instructor: _____

Teacher's signature: _____

Date: _____

I understand the requirements as stated above.

Student's signature: _____

Date: _____

When both student and teacher have signed, the form should be brought to the Office of the Registrar. Copies will be provided once signed.

If the teacher is unable to obtain the student's signature, the registrar's office will do so and send the appropriate copies later.

Revised 8/2007