A student may make a request to her/his instructor for a grade of incomplete. An incomplete grade is normally given whenever a student and an instructor have agreed that, for a good reason, the student cannot complete the course. The instructor, at this point, sets forth the requirements for completing the course during the next semester. These requirements should be clearly understood by both the instructor and student as detailed on this form. As soon as the requirements are completed, the instructor should submit the final grade to the registrar’s office. By College policy and as noted in the academic catalog, “If an I is not completed by the final class day of the next semester, it automatically becomes an F.” A student’s request for withdrawal or leave of absence does not eliminate her/his obligation to complete the requirements of the course for a final grade, nor does it extend the deadline to complete the requirements.

________________________ and _______________________ have agreed upon an incomplete grade in

Student(Full Legal Name)                     Instructor Name

____________________ for the ____________ of 20_____.

course-Number-Section      Semester

<table>
<thead>
<tr>
<th>Assignments completed/graded to date</th>
<th>Requirement required for final grade determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 5 quizzes, writing assignment one, exam 1 and 2</td>
<td>Ex. Final Exam, project title, final paper (be specific)</td>
</tr>
</tbody>
</table>

Date incomplete work is due to instructor: _____________________________
(Date not to exceed the last day of the next regular semester)

I understand the requirements as stated above.

Student’s signature (required): _____________________________ Date: ______________________

In lieu of the student’s signature, a copy of the student’s electronic confirmation of the specified requirements and deadline may be attached.

Instructor’s signature (required): _____________________________ Date: ______________________

When all fields on this form have been completed, and no later than the deadline for final grades for the current semester, the instructor or departmental representative will submit this form to the Office of the Registrar.

Revised 01/2013