



INCOMPLETE GRADE AGREEMENT

An Incomplete may be given only when work is left incomplete due to extenuating circumstances such as illness, military service, death in the immediate family, or personal/family hardship, and the student has already completed 75% of the coursework. Both the instructor and department chair/program director must approve of the student's request for an Incomplete.

PART A: To Be Completed and Signed by the STUDENT

Name: _____ Student ID # _____

Course Dept Name and Number: _____ Section: _____ Credit Hours: _____

Course Title: _____

Is this a repeat course? _____ Instructor: _____

Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____

Reason for Request:

Student's Signature Date

PART B: Must be Completed and Signed by INSTRUCTOR and DEPT CHAIR/PROGRAM DIRECTOR

Coursework to be completed:

Date by which coursework must be completed: _____

(maximum of one year from end of term*)

**Maximum time limit for Incompletes in graduate courses numbered 5990 or 5991 is the degree completion deadline*

Final grade to be assigned if remaining work is not completed by the deadline provided above _____

Instructor's Signature Date

Department Chair/Program Director's Signature Date