

*This form is an agreement between the instructor and the student, allowing the student additional time to complete their coursework.*

An "Incomplete" grade is a temporary grade, and only available for credit classes. Audited classes are not eligible. In order to be eligible for an "Incomplete", the student must have completed a majority of the course work (approximately 75% of the total course made up of assignments, tests, papers, lab work, outdoor field experience, etc.) in a satisfactory manner (C- grade or better). The student must also be able to provide documentation indicating why they were unable to complete their course work within the semester.

**Instructions**

1. The student is responsible for initiating the request for an "Incomplete" grade from the instructor.
2. The student will provide written documentation of circumstances leading to "incomplete grade" situation.
3. The instructor will provide evidence to their instructional supervisor that the student has completed a majority of the course work (approximately 75%) of the total semester course work with at least a passing C- grade. The instructor should be confident that if the student completes the outstanding coursework they can pass the class with a grade of C- or better.
4. The instructor may allow the student a maximum of one additional semester (not including summer) to complete the course objectives: e.g. SP/19 has until end FA/19, FA/19 has until end SP/20.
5. **This Incomplete Agreement must be submitted on or before the current semester's grade deadline as published in the Academic Calendar.**

**Students receiving Financial Aid must discuss Incompletes with a Financial Aid Specialist as it may impact their Financial Aid.**

**Student Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

**Course Information**

Instructor Name \_\_\_\_\_ Course Code & Number (e.g. BIO 110) \_\_\_\_\_

Synonym (e.g.73219) \_\_\_\_\_ Semester/Year Course was taken \_\_\_\_\_

Work to be completed \_\_\_\_\_

Work is to be completed and received by the Instructor and Instructional Supervisor by \_\_\_\_\_  
This date is determined by the instructor but must be on or before the last day of the agreed additional semester.

The instructor must submit a Grade Change form to change the Incomplete grade to the final grade, whether the work is completed by the student or not. F grades will require a last date of attendance. **The Grade Change form is due on or before the grades due date of the agreed additional semester.** Incomplete grades not changed by this date become an NG (no-grade), an NG is temporary grade that can negatively impact both the instructor and the student.

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructional Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

Processor \_\_\_\_\_ Date \_\_\_\_\_