



Incomplete Grade Agreement

Please print

Student

Name _____ ID _____

Course Prefix-Number Ex: ENG-101 _____ Credit Hours _____

Instructor _____ Term/Year _____

Reason for Incomplete _____

Student Signature _____ Date _____

Student/Instructor

Date by which the work must be submitted to instructor _____

If the incomplete grade is not changed by the last day of the following term the incomplete will automatically convert to F.

Instructor

To be eligible for an incomplete (I), students must have completed a minimum of 75% of the coursework required for the course.

The following work (examinations, papers, or projects) must be completed successfully in order to remove the Incomplete:

Instructor's Signature _____ Date _____

Undergraduates/MAM: Please return this form to the Registrar's Office after submitting your grades on web advisor.
Master of Arts in Counseling: Please return this form to the Dean's Office after submitting your grades on webadvisor.