Incomplete agreement form

Instructions: Complete this form when a student has not met the course requirements by the end of the regular semester. To qualify for an incomplete, a student must either have a medical or family emergency, or be unable to complete a project due to unforeseen circumstances. For the latter reasons, the student must have been showing satisfactory progress in the class. When all signatures have been obtained, please provide a copy to the Office of Student Services.

Section I: Student Information

Name

Advisor

Section II: Course Information

Course Number

Course Name

Semester Taken, including Year

☐ Fall ______  ☐ Spring ______  ☐ Summer ______

Instructor’s Name

Reason for incomplete?

Section III: Statement Of Agreement

To be considered, the remaining coursework must be completed by _________________________________.

(to be completed by the instructor)

Please note that the maximum time for finishing incomplete coursework is ONE YEAR from the end of the term in which the course was taken. Instructors may specify a shorter time. After one year, the incomplete grade will automatically be changed to an INP (permanent incomplete).

Students current grade, based on completed work ______

What percent of grade does the incomplete work represent? ______

Specific details of the coursework that the student must finish in order to complete all course requirements and a timeline to complete work:

Section IV: Approval Signatures*

Signature of Student

Date

Signature of Instructor

Date

Signature of Associate Dean

Date

*This agreement becomes valid only when signed by the associate dean of the school.