

AGREEMENT ON AN INCOMPLETE GRADE

This form must be signed by both the instructor and the student and turned in by the instructor with the course grade sheet. Students should NOT turn this form into the Registrar

Name of Student: _____

U Number _____

Status	Year	
Full Time _____	1 st _____	3 rd _____
Part Time _____	2 nd _____	4 th _____

Name of Instructor _____

Course Number _____

Course Title _____

Semester/Year _____

Completed Assignments due by _____

Students must resolve Incomplete Grades by the end of the following semester with one of the following options:

- The student completes the work and the Incomplete Grade becomes a Grade
- The student negotiates another extension with the instructor and the Incomplete Grade remains
- The instructor decides not to accept an extension and the Incomplete Grade becomes an F
- The student does not complete the work and does not negotiate another extension and the Incomplete Grade becomes an F

No student will be permitted to enter a course without successfully completing its prerequisite.

Signature of Faculty date

Signature of Student date