

AGREEMENT ON AN INCOMPLETE GRADE

This form must be signed by both the instructor and the student and turned in to the Registrar by the instructor at the time of webgrading. Students should NOT turn in this form to the Registrar

Name of Student: _____

ID: _____

Status

Full Time _____

Part Time _____

Year

1st _____

3rd _____

2nd _____

4th _____

Name of Instructor _____

Course Number _____

Course Title _____

Semester and Year _____

The above student has been granted permission to submit the course assignment no later than _____.(date)

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

04/04/05