



Completion Agreement for Incomplete (I) Grade

The mark "I" (incomplete) is a temporary grade that is assigned only in exceptional circumstances. A student may request a grade of Incomplete (I) when coursework has been satisfactory but the student is unable to complete all course requirements before the end of the semester. This form must be signed by the student and submitted to your instructor for consideration by the last day of the course.

Student Portion: I request that I be allowed to receive a grade of "I" for the following course:

Course Name _____ Course Number _____

Instructor Name _____ Term _____

I understand that if I do not meet the terms of this agreement, my grade will be changed to an F.

Student Name _____ Student ID Number _____

Student Signature _____ Date _____

OR

Faculty please check when applicable:

This student has requested an "I" grade but is unavailable/unable to sign this form.

Instructor Portion: Coursework must be completed and a grade submitted by a mutually agreed-upon date, not to exceed the end of the following semester.

Coursework that must be completed by the student:

Timeline for completing the work:

Instructor Signature _____ Date _____