

Incomplete Grade Agreement

NOT FOR SENIOR SEMINAR COURSES

Please print



DOANE
UNIVERSITY

Student/Instructor

Student Name _____

ID _____

Course Prefix-Number Ex: ENG-101 _____

Credit Hours _____

Instructor _____

Term/Year _____

Reason for Incomplete _____

Please have the student sign for awareness of what is expected and when it is due. If you are not physically with the student, ensure they have been provided with this information and they agree, documented via email.

Student Signature: _____

Date _____

OR

Emailed Notification: Yes ☐

Date _____

Instructor

Date by which the work must be submitted to instructor: _____

If the incomplete grade change is not initiated by the instructor within 5 days of the date listed above, the incomplete will automatically convert to F. To change the Incomplete grade, you will need to contact the registrar's office. Contact info below.

Note: CANVAS shells become inactive 15 days after final grades are posted. If the students need access beyond the 15 days, faculty should contact Service Center to request an extension.

- Request via [Service Portal](#) or email help@doane.edu with the student's information, the course, the term, and incomplete expiration date above asking for an extension of Canvas service for the student.

Instructor: *Note- 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 _____

Please return this form to the Registrar's Office in Lincoln.

If you have grading questions, please contact cpsregistrar@doane.edu