



# Incomplete Grade Agreement

*Please print*

## **Student**

Name \_\_\_\_\_

ID \_\_\_\_\_

Course Prefix-Number Ex: ENG-101 \_\_\_\_\_

Credit Hours \_\_\_\_\_

Instructor \_\_\_\_\_

Term/Year \_\_\_\_\_

Reason for Incomplete \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Student/Instructor**

Date by which the work must be submitted to instructor \_\_\_\_\_

*If the incomplete grade is not changed by the last day of the following term the incomplete will automatically convert to F.*

**Note:** CANVAS shells become inactive 15 days after the term ends. If the students need access beyond this 15 days, faculty should contact the Service Center to request an extension.

## **Instructor**

*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.**