



# Incomplete Grade Agreement

*Please print or type.*

## Student

Name \_\_\_\_\_

ID \_\_\_\_\_

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

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

Instructor \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Date \_\_\_\_\_

## Instructor

*To be eligible for an incomplete (I), students must have completed a minimum of 75% of the coursework required for the course.*

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. To submit final grade change, contact appropriate office below.*

**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.

- Request via [Service Portal](#) or email [help@doane.edu](mailto: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.

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.**

Crete: Padour-Walker Building  
[registraroffice@doane.edu](mailto:registraroffice@doane.edu)

Non-Residential: Fred Brown Center  
[NRregistrar@doane.edu](mailto:NRregistrar@doane.edu)