



DOANE
UNIVERSITY

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 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

Non-Residential: Fred Brown Center
NRregistrar@doane.edu

Dual Credit: dualcredit@doane.edu

Open Learning Academy: OLA@doane.edu