COURSE COMPLETION AGREEMENT
(Policy Statement on Back Page)

<table>
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<tr>
<th>Student Last Name</th>
<th>First</th>
<th>Student Number</th>
<th>Major</th>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
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Incomplete grades are *not* awarded for poor academic performance or as a way of extending assignment deadlines.

Reason for granting incomplete:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Needed for completion: (Must be completed within one year)

( ) Papers or reports: ____________________________________________
( ) Examinations: _______________________________________________
( ) Other: _______________________________________________________

Grade on work completed to date: ___

Graduating senior: Y / N

NOTE: In order to make the graduation lists, a student must resolve all incompletes before the last day of classes in the semester in which he or she intends to graduate.

Signature of Instructor

Signature of Student

After obtaining instructor's signature, student must take this form to the College of Liberal Arts and Sciences Advising Office, NC 4002, for final approval:

Received at CLAS Advising Office Date ____________________________

Signature of the Assistant Dean/Designee