has been granted an Incomplete for the ______________________
(Student name & Student ID#) (semester)
for the following course: _____________________________________________
(list course number and title)

Student has agreed to complete _______________________________________
(name of assignment(s))

by __________________ .
(date and time)

Upon receipt of the final assignment, a change of grade will be submitted to the registrar’s office based upon the final requirement, and the other assignments completed for the entire semester. Failure to turn in the missing assignment(s) by the agreed date and time; will result in a “F” being recorded to your student record. No further extension will be granted.

The affixed signature of the student and the instructor indicates agreement.

Student Signature: ___________________________ Date: __________

Student Name: (please print): _______________

Instructor Signature: ___________________________ Date: __________

Instructor Signature: (please print): __________
About Incompletes:

- An Incomplete may be granted when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control.

- The course instructor has discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will grant Incompletes.

- Students in online courses should be aware that they will not have access to the course shell after the ending date of the course, and so incompletes are not available for work that must be completed using the course shell.

- If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within one year. The student may not “sit in” on the class in subsequent semesters.

- Students do not register for the course again.

- Once the coursework is completed, the instructor will change the grade to a letter grade. The Incomplete notation will appear along with the final grade on the student’s transcript.

- If the coursework is not completed within a year, the Incomplete will automatically change to an F. No further extension will be granted.

- Please be aware that an application for graduation may not be approved if there are one or more Incomplete notations in the student’s degree audit.