__________ 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): __________