



To be eligible for an Incomplete ("I") grade, a student must have a passing average in a course, have a reasonable chance of successfully completing the course without instructional contact, and have completed at least 70% of the course requirements.

Student ID Number Student Name (Last, First, MI)

Term and Year Session Section Number Course Number

The student named above has met with the instructor of record for the stated course and has agreed to the following conditions for the assignment of an incomplete (I) grade for this course:

- The student and I agree that ____% of the requirements of this course have been completed and that the remaining requirements can be completed outside the classroom setting.
The student's last date of attendance in this class was _____.
The student and I have discussed the remaining requirements, and they are listed below:

Three horizontal lines for listing remaining requirements.

- If the course is not completed by the indicated completion date, a final grade of "F" will be assigned. In college-preparatory courses, a final grade of "N" will be assigned.

Completion Deadline: _____

Instructor Signature

Printed Instructor Name

Student Signature

Date

Department Head Signature

Date

Copy Distribution: 1) Faculty Member 2) Student 3) Department Head

*If the student is unavailable for signature, an email notification of this form must be sent to the student, and a copy of that email must be submitted to the department head.