

INCOMPLETE GRADE AGREEMENT

TO THE STUDENT: Read this through carefully. If you are seeking to complete missing coursework or to take a make-up final* after the end of the semester, you must complete this form. Be aware that a temporary grade may affect your eligibility for financial aid, graduation and honors. Follow all the steps outlined below so that your request will be processed correctly:

- **Submit this form to your instructor. If the instructor is unavailable, submit it to the relevant department chair.**
- **Ask your instructor to fill out and sign their portion of the form. (For multi-sections classes where there is a collective make-up final, after receiving permission from your instructor to do the make-up, you may need to make the actual arrangements with a departmental administrator. Be sure to check with the department first.)**
- **Make sure the deadline date noted on this form for completion of all outstanding coursework/or exams is BEFORE the 10th week deadline into the succeeding semester. This will allow your instructor ample time to review your work and submit the final grade.**

* University regulations mandate that the College collect a fee for the administration of make-up finals; see the Bursar's Office.

TO THE INSTRUCTOR: The deadline you note below for the submission of all outstanding work by the student should be before the official 10th week date into the succeeding semester.

I have assigned the temporary grade of INC to _____
Student's Name Empl ID

For the following course: _____
Course Number and Section Semester

The following work must be completed to resolve this incomplete: Final Paper Final Exam Lab Work

Other: _____

No later than: _____
DEADLINE DATE BY WHICH MISSING WORK MUST BE COMPLETED

Print Instructor Name: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Signature of Departmental Administrator (For multi-section courses): _____

BURSAR Validation:

At the time of the make-up exam, the student should submit a copy of this form to the instructor or proctor showing the bursar's validation. The department should attach that copy to the change of grade form. Both the student and the instructor or department should retain a copy of this form.