

INCOMPLETE GRADES

An agreement has been reached by:

_____ and _____
Professor's Name *Student's Name & ID*

Whereby the requirement(s) for the _____
Course Number and Section *Year and Term*

Will be completed by: _____
Date of Completion

Instructor's Signature: _____

Student's Signature: _____ OR attached document of
student's agreement (email, written note, etc.).

Today's Date: _____

Course requirements to be completed: _____

Assignments must be completed by the agreed upon date or at most 8 weeks after the end of the semester. The instructor then submits the earned grade to the Registrar's Office.

WHITE: Registrar YELLOW: Instructor PINK: Student

4/2010

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