



Course Work Completion Formal Agreement Template

An incomplete ("I") is a temporary designation given at the discretion of the instructor for work not completed due to serious, documented interruption, not caused by the student's own negligence. It is the student's responsibility to make arrangements with the instructor for the timely completion of the missing coursework. It is the instructor's responsibility to submit the change of grade once the missing coursework is completed. Students cannot graduate from any degree program with an "I" on their academic record.

◆ Course Information Section

Instructor Name: Click or tap here to enter text.
Instructor Email: Click or tap here to enter text.
Student Name: Click or tap here to enter text.
Course Prefix and Number: Click or tap here to enter text.
Course Title: Click or tap here to enter text.
Semester/Term: Click or tap here to enter text.

◆ Missing Coursework

Click or tap here to enter text.

◆ Final Submission Deadline

(Note: Deadlines may not exceed one calendar year from when the "I" is assigned)

Last day to submit work for credit: Click or tap to enter a date.

◆ Default Letter Grade if Work Is Not Completed

Default grade to be assigned: Choose an item.

◆ Signatures

Instructor Signature:

Student Signature:

X

X

Instructor Name

Student Name