



Arrangement to Resolve an Incomplete

To receive credit for a course marked "I" or "IN," a student must complete the required work by the date specified by the instructor. At the latest, incompletes must be resolved by the published deadline of the session following the one in which the incomplete was received.

If the student fails to remove the incomplete within the specified time, the student forfeits the privilege of completing the course for credit, the grade becomes a permanent incomplete unless the instructor elects to give a grade of "F."

Name _____ ID Number _____

Email _____ Phone _____

Department _____

Course _____ Term _____ Instructor _____

Reason for Incomplete:

In consultation with the instructor, I agree to the conditions and schedule below to permit a change of grade.

Requirements for Completion: _____ Date for Completion _____

Signatures

Student _____ Date _____

Instructor _____ Date _____

Dean of Graduate Studies _____ Date _____