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 ________________