This is an agreement between course instructor and student. The instructor's signature indicates that he/she agrees to award the student an incomplete in the course listed below. Incompletes must be completed by the last day of class the following regularly scheduled semester. Incompletes not finished within one semester will automatically convert to an F.

Instructors: Please fill out this form for each “incomplete” that you assign. Keep a copy for yourself, give a copy to the student, and send the original to the Registrar's Office.

Student Name:_________________________ Student ID:_________________________

Course Number and Section:____________________________________________________

Term:  □Fall          □Spring          □Summer          Year:___________________________

The student and the instructor agree that the following work must be completed before the Incomplete can be changed to a passing grade (Specify requirements):

Instructor's Signature:________________________________________ Date:_________________________

Student's Signature:_________________________________________ Date:_________________________