

Incomplete Grade Agreement

Office of the Registrar
Emory & Henry College

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: _____