

Incomplete grade assignment agreement

Student's name:	Today's date:
ID number:	Instructor's name:
Course number:	Quarter offered:
Course name:	

In order to complete the requirements for the class noted above, the following assignments must be completed and sent to the instructor by the agreed upon date of _____

1. _____
2. _____

Signature of student: _____

Signature of instructor: _____

By signing this form, both student and instructor agree to the Incomplete Grading Policy below.

Requirements to issue an incomplete grade include: 1) One assignment or final exam needs to be completed, and 2) Current completed coursework is equivalent to a C grade or better.

Incomplete Grading Policy:

- In order to receive an incomplete grade, the instructor and student must arrange to complete any missing coursework and submit this form, completed and signed by both the instructor and student, to the Planning Unit Director. All coursework that is to be finished must be completed by the end of the quarter immediately following the current quarter.
- If the student has not completed the coursework in accordance with the terms on this form, the student's grade will automatically convert to an "F". If the student does not want to risk an "I" automatically converting to an "F", the student may drop the class prior to the last class meeting or request that the instructor submit the current "C" grade by the agreed upon date listed above.

PLEASE NOTE: A copy of this signed agreement needs to be given to the planning unit director.