



## Course Completion Agreement

An incomplete may be requested by a student who has been in attendance for at least 60% of the course, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory by the instructor.

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_ TERM \_\_\_\_\_

STUDENT PHONE#: \_\_\_\_\_ STUDENT E-MAIL ADDRESS: \_\_\_\_\_

Class in which grade of "I" is assigned:

SUBJECT \_\_\_\_\_ COURSE # \_\_\_\_\_ CLASS # \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

LAST DAY OF ATTENDANCE \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Assignments to be completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Agreed upon date by which course work must be submitted to the instructor: \_\_\_\_\_

**All coursework must be completed prior to the last class day of the following academic term for 16-week courses and at the end of the following eight-week session for eight-week courses. If a *Change of Grade Form* is not received by these deadlines, the grade of "I" will administratively be changed to "F".**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_