

INCOMPLETE GRADE AGREEMENT

This agreement must be completed and turned in to the Dean's Office, 1 Eaton Hall, prior to the end of the semester if you are to receive an incomplete grade in a course.

Incompletes are given only for circumstances beyond a student's control. Incompletes must be completed by the end of the following semester or they will be changed to Fs.

It is the student's responsibility to request an incomplete from the course instructor. If the instructor agrees to grant your request, it is the student's responsibility to submit this completed form to the Dean's Office. This form must be signed by the student and instructor.

Once the coursework has been completed and the grades submitted, this form will be removed from the student file. Students should know that changes in grades that are submitted to the registrar will not be sent to the student, but will appear on the student's transcript.

Please complete the following:

Name: _____ KUID _____

I am requesting an incomplete in _____ because of:

I will complete the requirements for this course by _____

Student Signature

Date

Instructor Signature

Date