Incomplete Grade / Work Completion Agreement

Before an incomplete grade can be assigned, a work completion agreement needs to be defined and understood by both parties. All work must be completed and received by the course instructor prior to the end of the semester following the semester for which the "I" grade was assigned. The instructor has the privilege of determining the due date within the following semester time frame (i.e., assignment may be due the first day of the following semester and not the last day). The student understands that failure to complete the agreed-to work by the assigned deadline will result in an "F" grade.

Student: ___________________________  ID: ___________________________
Address: ___________________________  Phone: _______________________
City: ___________________________  State: ______  Zip Code: _______
Email: ___________________________

Instructor: ___________________________  Adjunct: ___ yes  ___ no
Campus Office: ______________________  Campus Phone / (or other): ______________________
Email: ___________________________

Course: ______ - ______ - ______  Title: ____________________________________________
Semester: ______  Location:  ___ Central  ___ Fayette  ___ North  ___ Brown County
Student's academic performance in course:  ___ Passing  ___ Not Passing

Course Work: the following work must be completed before a final grade can be assigned.

Due Date: ______________  Time: ______________  Location: ___________________________

Instructor Signature  Date  Student Signature  Date

** Please contact the SSCC Webmaster at webmaster@sscc.edu for suggested updates or changes to this form **