

## 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 (ie; 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 dead line will result in an "**F**" grade.

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**Student:** \_\_\_\_\_ ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

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**Instructor:** \_\_\_\_\_ Adjunct:  yes  no  
Campus Office: \_\_\_\_\_ Campus Phone / (or other) : \_\_\_\_\_  
Email: \_\_\_\_\_

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**Course:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_  
Semester: \_\_\_\_\_ Location:  Central  Fayette  North  Brown County  
Student's academic performance in course:  Passing  Not Passing

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

Due Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

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Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_