



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.

Student: _____ ID: _____
Address: _____ Phone: _____
City: _____ State: _____ ZipCode: _____
Email: _____

Instructor: _____ Adjunct: ___yes ___no
Campus Office: _____ Campus Phone/ (or other): _____
Email: _____

Course: _____ Title: _____
Semester: _____ Location: ___Central ___ Brown County
Student's current grade in course: _____
(This will be the grade posted if Incomplete grade is not approved)

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

Dean's Signature Date

VPAA Signature Date