

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 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 _____ 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:** _____

Rationale and Evidence: Incompletes are considered for students with legitimate extenuating circumstances. Please provide a rationale with any supporting evidence to show the student had an extenuating circumstance that warrants an incomplete for the course.

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Dean's Signature _____ Date _____

VPAA Signature _____ Date _____