Course Completion Agreement

An incomplete may be requested by the student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory to the instructor.

<table>
<thead>
<tr>
<th>NAME ______________________________</th>
<th>STUDENT ID W____________________</th>
<th>TERM __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT _______ COURSE # _________ CLASS # _________ INSTRUCTOR ____________________________</td>
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</tbody>
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Reason for Request: ____________________________________________________________

Assignments to be completed: __________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The assignments listed above must be submitted to the instructor by ____________ (date)*. If a grade change is not received by the Registrar’s Office prior to the 1st Monday of the following month the “I” grade will automatically be changed to a(n) _________ (official grade).

*Please note that if you are receiving financial aid an incomplete grade (I) must be completed within two weeks. If it is not completed within this timeframe it may jeopardize future federal aid.

Student Signature ______________________________ Date: _________________

Instructor Signature ______________________________ Date: _________________

Department Stamp (Authenticates Signature)