

GRADUATE SCHOOL Course Completion Agreement

The original copy of the agreement must be received in the Graduate School the Wednesday prior to the grade submission deadline. Review the Graduate School website for deadlines. 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. The Graduate School Course Completion Agreement detailing the work to be completed and expected completion date must be signed and dated by both the student and instructor. The Graduate School will provide photocopies of the agreement to the student and the instructor, will maintain a copy for our records, and will submit the original to the Registrar's Office.

If a grade change is not received by the Registrar's Office prior to the 60th calendar day following the date the original grade was due (see deadlines below), the "I" grade will automatically be changed to the official grade as assigned on the agreement. Extensions will only be considered due to extenuating circumstances. A full explanation in writing from the student AND faculty member involved, approved by the program director and department chairperson, must be approved by the Graduate School Assistant Dean one week prior to the completion date deadline for consideration. A new course completion agreement must accompany the extension request.

- The grade of Incomplete (I) is an administrative grade that may only be entered by the Registrar's Office. Exceptions are practicum, internship, independent study, student teaching, field experience, or study abroad.
- The instructor will submit the graded earned at the time of grade positing if he/she chooses not to sign a Course Completion Agreement or the student does not request one.
- The instructor may complete the agreement on behalf of the student if the student is unable to do so; however, the Agreement must be accompanied by some support from the student (an email, voice mail transcript, etc.) indicating he/she has authorized the faculty member to sign on his/her behalf.
- 60th Calendar days from grade submission deadline:
Fall, 2017, Term 1, Grades due October 17, 2017; 60th day is **December 17, 2017**
Fall 2017, Term 2 and 16-weeks, Grades due December 18, 2017; 60th day is **February 18, 2018**
Spring 2018, Term 1, Grades due March 6, 2018; 60th day is **May 6, 2018**
Spring 2018, Term 2 and 16 week, Grades due May 14, 2018; 60th day is **July 14, 2018**
Summer 2018, Grades due Aug 6, 2018, 60th day is **October 6, 2018**

NAME _____ STUDENT ID _____ TERM _____

SUBJECT _____ COURSE # _____ CLASS # _____ INSTRUCTOR _____

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 60th calendar day following the date that the grade was originally to be posted 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)

Received in Graduate School _____ Date _____ Initial _____