

Application to resolve an “I” Incomplete grade

To be granted the opportunity to complete the course, I agree that I must complete the following coursework:

I understand that these assignments have to be submitted to the instructor no later than _____ and that failure to submit them by this date may result in the final course grades being calculated on the basis of the above identified coursework receiving failing grades. I understand that any change in this agreement must be renegotiated and agreed to in writing and that I may be required to provide evidence from third-party authorities to amend the terms of this agreement.

Faculty Signature/Date

Student Signature/Date

Please distribute copies to:

- Department/Dean’s Office
- Advisor
- Faculty
- Student