

**INSTRUCTOR-STUDENT AGREEMENT FOR FINISHING AN INCOMPLETE COURSE ("I" GRADE POSTED)**  
*Both the instructor and the student should retain a copy of this completed form.*

Student Name \_\_\_\_\_ Instructor Name \_\_\_\_\_  
Student UM ID \_\_\_\_\_ Instructor E-Mail \_\_\_\_\_  
Dept. & Course Number \_\_\_\_\_ Term & Year Course Was Elected \_\_\_\_\_

**Note: Instructors are not obligated to give an Incomplete. College policy permits a student to request an Incomplete if:**

- They have completed about 70% or more of the work for the course.
- They are unable to finish the course for reasons acceptable to the instructor.
- They were maintaining a C- or higher average at the time they were unable to complete the course requirements.
- The student and instructor have had a conversation about the Incomplete.

A grade of "NR" (No Report) is appropriate if the student does not finish the class but has not contacted the instructor.

The full College policy on Incompletes can be found [here](#).

**STUDENT AND INSTRUCTOR AGREE THAT THE FOLLOWING WORK MUST BE COMPLETED:**

*(List specific assignments, exams, papers, and projects.)*

---

---

---

---

---

**DEADLINE FOR STUDENT TO SUBMIT WORK/TAKE EXAMS (Check one)**

- The College's default deadline (4 weeks into the student's next full term of registration)
- An *earlier* deadline set by the instructor (include specific date – MM/DD/YY) \_\_\_\_\_

*Note: If a deadline later than 4 weeks into the next term is desired, student and instructor must fill out a [Time Extension Request form](#). The Academic Standards Board will review and make a ruling on the request. The instructor has 2 weeks after the work completion deadline to submit a final course grade.*

*If the student does not complete the work by the specified deadline, the Incomplete will "lapse" to a failing grade.*

By signing below, we acknowledge and agree to the above terms and conditions.

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_