

INCOMPLETE GRADE AGREEMENT

Student Name: _____ Date: _____

Student ID Number: _____ Cell phone: _____

LC Email Address: _____

Conditions for Incomplete Grade

- *A grade of Incomplete should be recorded only for unusual and mitigating circumstances that occur near the end of a term and only for a student who has done satisfactory work up to that point. However, a grade of Incomplete may be extended to a graduate student engaged in a project that cannot be completed during the term of a course.*
- *A grade of Incomplete must be accompanied by a designated date for completion recorded on the Incomplete Grade Agreement. Typically, this date should be no more than two (2) weeks beyond the last day of the term, but never later than the last day of the subsequent term (including summer but not interim).*
- *When a grade of Incomplete is not changed to a final grade by the designated date, the instructor will be notified by the Registrar. **The grade will convert to an F** at the close of the exam period of that term if no final grade has been submitted. Any exceptions must be approved by the VPAA.*
- *Consecutive internships cannot be approved until Incompletes are assigned a grade.*

Term Applicable: ___ Fall ___ Interim ___ Spring ___ Summer I ___ Summer II Year: _____

Course in which an "I" grade is requested: _____

Name of primary instructor for the course: _____

Reason for requesting an "I" grade for the course (use additional sheets if necessary):

Date that the outstanding work for this class will be completed and a permanent grade will be reported to the Registrar: _____

Student Signature: _____ Date _____

Signature of Instructor: _____ Date _____

Signature of Department Chair: _____ Date _____

Signature of VPAA: _____ Date _____

Received by Registrar and Copies sent to: Instructor _____
Student _____