

Agreement for Completion of an Incomplete (I) Grade



This form is to be completed when a grade of incomplete (I) is assigned to an IDEA student. The form should be signed by the instructor assigning the grade, the student, and the student's academic advisor/major professor. Copies of this completed form should be distributed to the student, the teaching institution campus coordinator, the academic advisor/major professor, and the home institution campus coordinator.

The instructor assigning the grade will stipulate on this form the conditions under which the grade may be updated. While time limits of the teaching institution for satisfactory completion of coursework will apply, the academic advisor/major professor must verify the proposed timeline also fits within the home university requirements. After completing the form, the instructor will retain the original form and complete the box at the bottom of this page as appropriate.

The student is responsible for meeting the deadline for completion. Upon completion of the coursework, the student's grade will be relayed from the course instructor to the teaching institution campus coordinator to the home institution campus coordinator (via ExpanSIS). The home institution campus coordinator will follow their university's procedures for recording/extending/changing the incomplete grade.

The grade of incomplete will be assigned to:

Student: _____ Instructor: _____

Course Title: _____ Term: _____

A grade of incomplete (I) is justified for the following reasons:

Please specify in detail the work to be completed with due dates, exams to be completed or other requirements:

Deadline for course completion: _____

If the deadline for course completion is missed, the following action will take place: _____

I, _____ (student name), understand I am responsible for completing the work outlined in this document within the specified time period.

Student Signature: _____ Date: _____

I, _____ (academic advisor/major professor), verify the time period specified in this document fits in the guidelines of _____ (home university name).

Academic Advisor/Major Professor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

To be completed by the instructor upon the student's fulfillment of the course work.

Course work has been completed satisfactorily and a grade assigned. Yes _____ No _____

Instructor Signature: _____ Date: _____