



To be completed by instructor once Incomplete is finished. Final Grade Instructor Initials Date

INCOMPLETE COURSE GRADE AGREEMENT

A student cannot graduate from Heidelberg University or be on the Dean’s List for that semester until an Incomplete earns an official final grade. It is the student’s responsibility to arrange with the instructor to complete the missing work.

To be completed by the student.

Student Last Name First Name MI Student ID #
Class Standing: Major 1 Major 2

To be completed by the instructor.

Course: Prefix Number CRN Title
Last date student attended: mm/dd/yyyy

Date agreed upon by instructor and student by which the work must be completed. Can be no later than one year from the end of the current semester.

List the grade earned as of today’s date; include missing assignments. The Registrar will assign this grade into the student’s account as the final grade when no additional work is completed by the agreed to completion date. Once the Registrar assigns the grade, no opportunity exists for additional work will be completed.

List of work not completed (be specific, and must have been required of all students):

An Incomplete may be given when the work is not completed through no personal fault of the student. State reason (medical must be verified through the Dean of Student Affairs):

Signature, Dean of Student Affairs for Medical Incomplete

Authorizations.

1. Signature of Student Date

3. Approval of Chair/Director Date

2. Signature of Instructor Date

4. Approval of VPAA/Provost Date

For Office Use Only
Date Completed
Distribution Date