



Office of the Registrar

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 _____