

To be completed by instructor  
once Incomplete is finished.

\_\_\_\_\_ Final Grade

\_\_\_\_\_  
Instructor Date  
Initials

## INCOMPLETE COURSE GRADE AGREEMENT

### To be completed by the student.

Student \_\_\_\_\_  
Last Name First Name MI Student ID #  
Class Standing: FR SO JR SR 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, which will be entered into the student's account by the Registrar as the final grade when no grade is entered by the agreed to completion date. Once the Registrar assigns the grade, there is no opportunity for the student to complete additional work.

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.

**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 make arrangements with the instructor to complete the missing work.**

\_\_\_\_\_  
1. Signature of Student Date 3. Signature of Dean Date

\_\_\_\_\_  
2. Signature of Instructor Date 4. Approval of VPAA/Provost Date