

**Department of Mathematics**

College of Letters Arts & Sciences

**COMPLETION OF COURSE AGREEMENT FORM**

TO STUDENT: This form constitutes your petition to receive a grade of "I" (incomplete) for the course listed below. In order for a grade of "I" (incomplete) to be assigned, this form must be completed in full, endorsed by both parties, and submitted for monitoring to the Dean's office.

STUDENT: \_\_\_\_\_ SSN \_\_\_\_\_

COURSE NUMBER AND NAME: \_\_\_\_\_

PROFESSOR: \_\_\_\_\_ TERM: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT:**

I understand and accept the conditions stated below. I acknowledge that it is my responsibility to complete the coursework in the time allotted or arrange for an extension. I also acknowledge that the grade of "I" is intended to be a *temporary* one and should I fail to complete all coursework prior to the deadline stated below, I would receive a final grade of \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date signed

**TO BE COMPLETED BY PROFESSOR:**

I accept as valid this student's petition for a grade of "I" (incomplete) in the course named above. In order for this course to be completed, AND FOR THE GRADE TO BE CHANGED FROM AN "I" (incomplete), the following coursework must be finished and submitted by the stated deadline (s).

Coursework \_\_\_\_\_ Deadline \_\_\_\_\_

Coursework \_\_\_\_\_ Deadline \_\_\_\_\_

Coursework \_\_\_\_\_ Deadline \_\_\_\_\_

All work will be evaluated according to standards already established for the course. If the coursework listed above is NOT completed by the last deadline established I would assign a final grade of \_\_\_\_\_.

(PLEASE NOTE: GRADES DO NOT CHANGE AUTOMATICALLY!)

\_\_\_\_\_  
Professor Signature

\_\_\_\_\_  
Date signed

(NOTE TO PROFESSORS: Please be sure the student understands what is required for their grade to be changed from "I" (incomplete). Also, be aware that it is *your responsibility* to change the grade in the Registrar's office when work is submitted or the deadline has passed. The Office of the Dean will notify you when a deadline has passed.)