



Incomplete Grade Agreement

Please print

Student

Name _____

ID _____

Course Prefix-Number Ex: ENG-101 _____

Credit Hours _____

Instructor _____

Term/Year _____

Reason for Incomplete _____

Student Signature _____

Date _____

Student/Instructor

Date by which the work must be submitted to instructor _____

If the incomplete grade is not changed by the last day of the following term the incomplete will automatically convert to F.

Note: CANVAS shells become inactive 30 days after the term ends. If the students need access beyond this 30 days, faculty should contact TigerTech/Helpdesk to request an extension.

Instructor

To be eligible for an incomplete (I), students must have completed a minimum of 75% of the coursework required for the course.

The following work (examinations, papers, or projects) must be completed successfully in order to remove the Incomplete:

Instructor's Signature _____

Date _____

Please return this form to the Registrar's Office.