EASTERN KENTUCKY UNIVERSITY
Office of the Registrar

INCOMPLETE GRADE AGREEMENT

Student's Name (please print)	Student ID Number
Faculty Member's Name (please print)	Department
Course Title	Course # & Section / Semester / Year

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this agreement, obtain signatures, and send it to the Registrar's Office. The Registrar's Office must receive it no later than 15 university business days after the deadline for final grade submission for the term in question. If no contract is submitted by the above deadline, the "I" grade will be replaced with an "F". Students will NOT be allowed to hand deliver incomplete grade agreements to the Registrar's Office.

1. Outstanding Course Assignments that Need Completion: (provide specific details, attach additional sheets if necessary)

2. **DUE DATE FOR COMPLETION OF ALL ASSIGNMENTS**: (Assign shortest reasonable time period)

All outstanding work must be completed and a **Grade Change form** must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

Special Note Regarding Graduation Eligibility & Incomplete Grades: A degree cannot be awarded to a student with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes ("I") will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration. Students with an unresolved in-progress grade (IP) will be given the choice of accepting an "NC" for the course or being deferred to the next term for graduation consideration

Instructor Signature (Required) Date

Student Signature (Required) Date
(Electronic Communication accepted: Please attach)

Chair Signature (Required) Date
Department Office should retain a copy of this form.

Dean Signature (College offering course) (Required) Date
Submit Original of this form to the Registrar's Office

REV. Effective Fall 2017