

Henderson State University

Incomplete Grade Form

An incomplete grade should only be awarded in conjunction with a documented agreement between the student and instructor. The agreement should always include a detailed list of assignments along with anticipated due dates. Each instructor has the option to document the agreement as he/she deems most appropriate. This form provides an option for documenting such agreements. This form is to be kept on file by the course instructor. The form is not to be submitted to the Registrar's Office. All remaining incomplete grades will be converted to F-grades by the Registrar's Office after one calendar year.

Academic Term: _____

Course (Prefix/Number/Section/Title): _____

Student Name: _____

Student ID: _____

Assignments Remaining	Expected Date of Completion

As the student, I understand by signing this form that I am responsible for completing all remaining assignments by the agreed upon deadlines. If I do not complete my assignments on time the course instructor will assign the grade he/she determines to be appropriate.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____