

**EDIT INCOMPLETE FORM**

DATE: \_\_\_\_\_ TERM/YEAR: \_\_\_\_\_

COURSE NAME & NUMBER: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

Both instructor and student mutually agree that an incomplete grade should be recorded for the above named student. It is understood that a grade for the course must be reported **no later than** the end of the following term. (If there are extenuating circumstances, please contact the appropriate Dean for clarification.) However, an instructor may require an earlier completion date. If an earlier completion date is established, please indicate that date: \_\_\_\_\_.

It is agreed that the following must be met to satisfy course requirements:  
(Please be as specific as possible.)

---

---

---

---

---

---

---

---

---

---

We, the undersigned, agree that the foregoing statements describe the elements of the course which must be met in order that a grade may be reported.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_