

Student-Faculty Agreement for Incomplete Grade

THIS FORM IS USED FOR UNDERGRADUATE AND GRADUATE STUDENTS.

Student: Please sign this agreement form and obtain a signature confirming the agreement of your instructor. Keep a copy for your records.
Instructor: Please obtain the department Chair's confirmation signature and then retain the original signed form until you need to convey it to your Chair as a Notification of Conversion to Final Grade.

Date _____
Student Name _____ MyColumbia ID # _____
Address _____
Phone _____ Email _____
Department _____ Instructor _____ Term/Year _____
Course Name _____ Course # _____

I acknowledge that I have failed to complete the necessary minimum work required for this course and am applying for a temporary grade of Incomplete (I). In order to replace this temporary designation with an earned letter grade, I agree to complete the following assignment(s) outlined below before the **eighth week of the subsequent semester**. **Failure to complete the work by the deadline will result in a grade of "F" for the course.** Enter the actual date here: _____

Above section must be explicit and complete as to what is required to receive an adjusted grade. Assignment names are required.

Agreed by Student _____ Date _____

Agreed by Instructor _____ Date _____

Instructor must be the person identified in the Agreement above.

Confirmed by Chair _____ Date _____

Chair confirmation may be digital certified signature.

Notification of Conversion to Final Grade

The following is to be prepared by instructor and submitted to Chair. Grade conversions will only be accepted up to the end of the subsequent semester.

The student's course grade should be changed from Incomplete (I) to _____

Reason for Change: _____

Instructor Signature _____ Date _____

Instructor must be the person identified in the Agreement above.

INSTRUCTOR:

- Upon completion of this form make a copy for your own records and then provide the original to the department for their records.
- Submit the grade change via the Grade Change online form in the lower right corner of the Faculty tab in Oasis. Please include a brief review of the work required for the grade change and its completion with the grade change.
- Completed final form should be archived by the department