

Student-Faculty Agreement for Incomplete Grade

THIS FORM IS TO BE USED FOR UNDERGRADUATE AND GRADUATE STUDENTS.

Student: Please print out and sign this agreement form and obtain a signature confirming the agreement of your instructor. Keep a photocopy as your record. **Instructor:** Please retain the original signed form until you need it to convey to your Chair a Notification of Conversion to Final Grade.

Date _____

Student Name _____ Oasis 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 **no later than the due date of** _____*

— ENTRIES BELOW THIS LINE ARE TO BE COMPLETED BY HAND —

Agreed by Student _____ Date _____

Agreed by Instructor _____ Date _____

Instructor must be the person identified in the Agreement Form above.

Notification of Conversion to Final Grade

The following is to be prepared by instructor (by hand) and submitted to Chair and Dean's Office.

Records Office: Please change above student's course grade from Incomplete (I) to _____

Reason for Change: _____

Instructor Signature _____ Date _____

Instructor must be the person identified in the Agreement Form above.

Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

If signatures are not clearly legible, please print name. Otherwise form will be returned for new signature.

RECORD'S OFFICE USE ONLY:
DATE PROCESSED _____

