



Agreement to Finish Incomplete Course Work

Student Name: _____ **Student #:** _____

Phone and e-mail #: _____

Course Title: _____ **Course #:** _____

Instructor: _____

Phone and e-mail #: _____

I. Assignments completed and approved:

II. Assignments not completed: (This includes unacceptable work)

III. To received CR/letter grade the student must complete the following:

Deadline for incomplete work: _____
Instructor must receive all work outlined above by the specific deadline or the grade will become NCI (no credit/incomplete.) Please note: If student wants to take a course after the deadline, he/she must register again.

Signatures: _____ **Date:** _____

Student: _____

Instructor: _____