

Date Received: _____

Received By: _____

Date Processed: _____

Incomplete Grade Agreement

A student may be temporarily assigned an incomplete ("I") course grade, if the student is in good standing in the course as determined by the instructor but has not completed all the required coursework. This agreement must be completed and signed by both the student and course instructor pursuant to Academic Policy [FPU-5.00712AP Incomplete Grade](#). The completed agreement must be filed with the University Registrar prior to the applicable semester deadline for reporting final course grades per the [Academic Calendar](#).

Last: _____ First: _____ MI: _____

Student ID: _____ Email: _____@floridapoly.edu

Semester Enrolled: Fall Spring Summer Year: _____

Course Title: _____ Instructor Name: _____

Course Prefix: _____ Course Code: _____ Course Section: _____ Course Credits: _____

To Be Completed by Course Instructor:

1. Reason for assigning the incomplete grade (See [policy](#) for guidance on appropriate reasons):

2. Description of required work to be completed by the student (attach additional documents as needed):

3. Given Completed coursework to date, if you were to assign zeros for all currently incomplete work, the student's final grade would be _____.
4. Deadline to complete coursework is _____. **If the student fails to complete these requirements within the established deadline, instructors may specify a longer make-up time not to exceed six (6) months from the ending date of the semester.
5. The instructor must complete a change of grade form to change student's grade with the Registrar's Office.

Instructor of Record Signature: _____ Date: _____

Student Acknowledgement:

I have reviewed the [Incomplete Grade policy](#) and understand that I am responsible for making arrangements with the course instructor for timely completion of the missing academic work, and if incomplete work is not completed, the instructor will assign a grade based on the work that has been completed. Additionally, if a failing grade is issued, I understand that it may impact my continued enrollment, financial aid, excess credit hours, and expected term of graduation.

Student Signature: _____ Date: _____