

STUDENT-FACULTY INCOMPLETE GRADE AGREEMENT

The purpose of this document is to formalize the terms of receipt of an incomplete grade between students and their professor for the work described below and the date it shall be due. The **Student-Faculty Incomplete Grade Agreement** addresses the specific tasks, responsibilities, and other relevant issues associated with this arrangement. Please read and complete this form. All work must be completed by the deadline specified in ACA-095 unless otherwise specified below.

Course Title:

Course Subject:

Course Number:

Course Section:

Semester:

Year:

Faculty Member:

Student Name:

Student ID:

Date incomplete work must be completed:

***Please Note:** Undergraduate students must complete incomplete work by the 10th week of the following semester and graduate students have 1 year from the date the grade was issued. *

Detailed description of work required/remaining:

Agreement Statement

I, _____ am hereby acknowledging that by receiving a grade of "I" (incomplete), I am required to complete the remaining work for this course by the due date indicated above. Should I fail to complete the assigned work by the date indicated above, I recognize that, per the strictures of Kutztown University Policy (ACA-048, section C), my grade will automatically turn into an "F".

Faculty member's signature _____ date _____

Student's signature _____ date _____

Registrar's signature _____ date _____

Faculty member's department chairperson and student's major program(s) academic advisors will receive copies of the signed agreement.