



Incomplete Grade Agreement

Revised 4/28/2015

Department of _____

(A copy of this form must be completed for each "I" grade given)

Note: Incomplete" ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond his or her control.

Student Information

First Name	Middle Name	Last Name
FSU Email Address		EMPLID

Class Information

Instructor Name: _____ Phone: _____

Instructor Email: _____

Full Course Number and Section: _____ Semester/Year Taken: _____ / _____

Work to be completed by the end of: _____ (Semester) _____ (Year)

Default grade to be assigned if student does not complete academic work: _____

Specific work to be completed: _____

The "I" grade will be changed to the default grade if the work listed above is not satisfactorily completed by the semester indicated by instructor. Incomplete grades cannot be changed once a degree is posted.

By signing below, the student has agreed to complete the work by the time specified, without further prompting from the instructor. If the work is not submitted by the due date, the grade will be changed to the default grade listed above.

Student Signature: _____ Date: _____
(attach email of agreement if student not available)

Instructor Signature: _____ Date: _____

- cc: Instructor – Original
 Student
 Student's Academic Dean
 Department Chair (offering the course)