



## INSTRUCTOR/STUDENT AGREEMENT FOR AN INCOMPLETE GRADE

The grade of Incomplete or "I" is given at the instructor's discretion. It is normally given when a student has been actively engaged in the class, but missed work or a test due to illness or excused absences. A maximum of one semester or less, at the option of the instructor, is the time allotted to make up the incomplete work. If, after this time, the coursework is not completed satisfactorily the "I" is recorded as an F. In most cases, students should have successfully completed 75% of the course requirements to be eligible for an "I".

**This form is to be signed by the student and the instructor and submitted to the Records Office within two weeks of the end of the course.**

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Student's Name \_\_\_\_\_ KC ID \_\_\_\_\_  
(Please Print)

Class in which student is being assigned an Incomplete grade.

Course Prefix	Course Number	Section	Credit Hours	Semester	Year	Instructor

Course work required for completion of "I" grade:

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***The deadline for completion of work will be no later than the last date of the term following the semester in which the incomplete was posted.***

Deadline for completion of required course work \_\_\_\_\_  
month/day/year \_\_\_\_\_

**PLEASE NOTE:**

The date written above should match the 'expire date' entered by the instructor in Colleague. The student's grade will change to an 'F' automatically on that date unless the instructor submits a grade change indicating another grade.

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Student Signature

Current date

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Instructor Signature

Current date