

**North Park University
Incomplete Agreement**

A student will receive an Incomplete (I) when course work cannot be completed by the end of the semester due to illness and/or unforeseeable circumstances and the instructor believes the reason to be valid. A grade of Incomplete should not be awarded because of neglect on the part of the student. Students have one term in which to finish courses graded with an Incomplete. Grades of I not completed in one term will be changed to a letter grade of F. An Incomplete is computed as a failure until changed by the instructor of the course. Change of grade forms must be received by Student Administrative Services no later than the due date of grades for the subsequent regular term (Fall or Spring). Upon receipt of the change of grade, the student's transcript will reflect both the Incomplete grade and final grade (e.g., IB+).

Incompletes should only be given if the student has reached an agreement with her/his instructor and the student has consistently completed the majority of required coursework which if continued would normally lead to a passing grade. Students who fail to complete work and/or attend class without contacting the instructor should receive whatever grade has been earned, including DW or F. Copies of the agreement will be sent to the student, instructor, advisor and Dean of the appropriate unit. The original will be placed in the student's file.

Student Name:

ID #

Course

Instructor
Name:

Year/Semester/Quad of class:

Date of Agreement:

The following outstanding coursework:

Will be completed by:

Signed:

Student

Instructor

Advisor
