

Department of Reading Agreement for an Incomplete Grade

Student's Name _____ UA ID# _____

Email _____ Phone _____

Address _____

Instructor _____ Course Title _____

Call # _____ Semester/Year _____ Online*/ On Campus (circle)

Work already completed:

Work to be completed:

Date by which work is to be handed in _____

Student's Signature _____ Instructor's Signature _____

Date _____

Date _____

*Online courses go 'off-line' two weeks after the end of the course. If your incomplete extends beyond that deadline, arrangement must be made with the instructor about how assignments and feedback are to be submitted.

DEPARTMENT USE ONLY

Grade Changed from "I" to _____ Date _____