



**INWORKS COURSE COMPLETION AGREEMENT (See Policy Statement on Back Page)**

\_\_\_\_\_  
Student Last Name      First      Student Number      Major      Date

\_\_\_\_\_  
Course Number      Course Title      Term

Reason for granting incomplete: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date All Class Work Must Be Completed:** \_\_\_\_\_ (must be less than 1 year)

**Specific Work Needed for Completion:**

( ) Homework Assignments: \_\_\_\_\_

( ) Lab Assignments: \_\_\_\_\_

( ) Projects or Papers: \_\_\_\_\_

( ) Examinations: \_\_\_\_\_

( ) Other: \_\_\_\_\_

Grade on work completed to date: \_\_\_\_\_      Graduating senior: Y / N

NOTE: In order to make the graduation lists, a student must resolve all incompletes before the last day of classes in the semester in which he or she intends to graduate.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Instructor's Name

After obtaining instructor's signature, student must take this form to the Inworks Office for final approval.

\_\_\_\_\_  
Inworks Director (or designee) Approval

\_\_\_\_\_  
Date

## Inworks Incomplete (IW/IF) Policy

### **Incomplete grades are *not* awarded for poor academic performance or as a way of extending assignment deadlines**

The Inworks policy regarding incompletes is consistent with campus policy, and can be summarized as follows:

Incomplete grades (IW or IF) will not be granted for low academic performance. To be eligible for an Incomplete grade, students should have:

1. successfully completed a minimum of 75% of the course;
2. have special circumstances beyond their control that preclude them from attending class and completing graded assignments; and
3. made arrangements to complete missing assignments **with the original instructor**. Verification of special circumstances may be required, at the discretion of the instructor.

When an incomplete is to be awarded, the faculty member should prepare a written Course Completion Agreement (form attached). This agreement, executed by both the student and the instructor, contains a detailed description of what work remains to be completed, and the deadline for completing that work. **A Course Completion Agreement does not and cannot allow the student:**

1. to repeat the entire course;
2. to repeat or replace an existing grade for completed work;
3. to have an indeterminate period of time to complete the course; or
4. to repeat the course with a different instructor.

Students are allowed up to a maximum of three semesters (one year) to complete the requirements for the incomplete, after which the "I" grade will revert to an "F" grade (or the grade that the student had earned based on work prior to taking the Incomplete) on the student's transcript.