

**Graduate School**

**Instructions:** Complete this form when a graduate student has not met course requirements by the end of the regular term. When all signatures have been obtained, one copy each of the agreement should be retained by the instructor, the student, the department chair, and the school or college. The original should be placed in the student's file.

**SECTION 1: STUDENT INFORMATION**

Name (Last, First and Middle)		TUid
School or College	Program	Degree

**SECTION 2: COURSE INFORMATION**

Course Number	Course Name		
Term and Year Taken			
<input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> First Summer _____ <input type="checkbox"/> Second Summer _____			
Instructor's Name		Department or Program	

**SECTION 3: STATEMENT OF AGREEMENT**

If the coursework is not completed by \_\_\_\_\_ (DATE), the grade will be changed to \_\_\_\_\_ (DEFAULT GRADE).

Please note that the maximum time for finishing incomplete coursework is ONE YEAR from the end of the term in which the course was taken. Instructors may specify a shorter time. After one year, the incomplete grade will automatically be changed to the specified default grade.

1. Specific details of the coursework that the student must finish in order to complete all course requirements are:

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2. The work specified above is equivalent to \_\_\_\_\_ % of the student's final grade for the course. Additional details on how the final course grade will be calculated include:

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**SECTION 4: APPROVAL SIGNATURES\***

Signature of Student		Date
Signature of Instructor		Date
Signature of Dean or Designee	Name of Dean or Designee	Date

\* This agreement becomes valid only when signed by the dean or the dean's designee.