

Instructions: Complete this form when a graduate student has not met the course requirements by the end of the regular semester. When all signatures have been obtained, make four copies of the agreement. One copy each should be retained by the instructor, the student, the departmental chair, and the school/college. The original should be placed in the student's file.

## **SECTION I: STUDENT INFORMATION**

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

## SECTION II: COURSE INFORMATION

Course Number	Course Name				
Semester Taken, including Year					
🗇 Fall _	Spring	Summer I	Summer II		
Instructor's Name		Depa	tment/Program		

## SECTION III: STATEMENT OF AGREEMENT

If the coursework is not completed by _		, the grade will be changed to	
	DEADLINE DATE	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:

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:

## SECTION IV: APPROVAL SIGNATURES\*

Signature of Student		Date	
		1	1
Signature of Instructor		Date	
		1	1
Signature of Dean or Designee	Name of Dean or Designee	Date	
		1	1

\* This agreement becomes valid only when signed by the dean of the school/college or her/his designee.