



Methodist College

Incomplete Grade Agreement Form

This form is to be completed when a faculty member agrees to assist the student's successful completion of a course by granting a temporary grade of (I) incomplete and allowing an extension in which to complete coursework.

To save or submit this form via email, please print the completed form to PDF

STUDENT PERSONAL INFORMATION

ID Number

Name Last, First, Middle

Address

Phone #

Email

COURSE & INSTRUCTOR INFORMATION

Course Number, Section, & Title

Year & Term

Instructor Name

Department

Incomplete Grade Agreement Details

Reason for Requesting the Incomplete Grade

Completion Deadline

Other Relevant Conditions

Please Note that maximum completion deadlines are dependent on the term in which the Incomplete is requested.

Fall Courses - No later than the mid-term grade reporting due date for the following Spring term

Spring Courses - No later than the last official day of courses for the following Summer term

Summer Courses - No later than the mid-term grade reporting due date for the following Fall term

A final grade of 'F' will be recorded for any Incomplete not otherwise resolved by either the completion deadline assigned by the faculty member recorded above or the maximum deadline listed above.

Student Signature

Date

Instructor Signature

Date

Division Dean/Chair and Records Office Use Only

Incomplete Approved

Incomplete Denied

Reason for Denying the Incomplete Grade

Division Dean/Chair Signature

Date

Date Processed

Records Office Signature (Processed By)

Date

Date Resolved

Records Office Signature (Resolved By)

Date

Revised 8/2024