

EE Department, Incomplete ("I") Grade Agreement

To the Instructor of the Course

Incomplete grades must be given only for serious and compelling reasons and when substantial part of the course has been completed. These must not be given to bail out students with bad performance. Student must present official documents to qualify for consideration of receiving "I" grade. An incomplete grade must accompany a written agreement (this form) between the instructor and the student. **Submit the agreement form to the Chair no later than the last day for the grade submission.**

Student Name: _____ **ID** _____ **Course** _____

Agreement between the Instructor and the Student

1. Reason of issuing the incomplete ("I") grade

2. What parts of the course grade are incomplete?

3. How the incomplete will be removed?

4. When the incomplete will be removed?

5. Attachments: Following attachments are required: 1. Grading criterion (from the course greensheet), 2. Grading spread sheet for the entire class with details how the final grade is computed, 3. Grade roster for the class

Student's Signatures

Date: _____

Instructor's Signatures

Date: _____