Print Form

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Incomplete Agreement

Student Name: _____ GCID: 911- _____

Email: _____ Phone: _____

Course Subject and Number: _____ Term and Year: _____

Course Title: _____

Instructor: _____

An incomplete grade may only be assigned if:

1. The student was doing satisfactory (passing) work at the time of the request, and
2. The student was unable to meet the full requirements of the course due to non-academic reasons beyond the student's control.

Reason for incomplete:

List all work remaining, and any agreements between the student and instructor for when and how work will be completed:

The work for an incomplete grade must be completed during the next semester of enrollment or by the end of one calendar year if not enrolled, whichever comes first, or the I grade will be changed to a grade of F. Students who receive a grade of I in a class should NOT re-register in the class in a later term. A student who receives a grade of I in the term in which he or she intends to graduate will automatically delay his or her graduation date until the end of the next term.

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

If the student is unavailable, an email or other correspondence from the student requesting may be attached to this form In lieu of a signature.

_____ _____
Department Chair Signature Date

Department provides copies to student and instructor, retains copy for department records, and forwards original to Registrar's Office.