



Incomplete Grade Agreement

Prior to completing the Incomplete Grade Agreement, all signature parties should review the [Appalachian State University Bulletin](#) for [incomplete grade policies](#). Per [University Registrar policy](#), Incomplete grades are due no later than the end of the final grading period for the following term as noted on the official Academic Calendar. Forms should be submitted electronically via the [Student Forms Submission](#) link on the College of Fine and Applied Arts website. Department chairperson signature will be requested by the dean's office after the student or faculty submits the form.

The faculty member attests this student has completed a substantial amount of course work with the possibility of receiving a passing grade. Circumstances beyond the student's control prevented completion of course requirements by the end of the semester.

Student Name (LAST NAME, First Name) _____

Student Banner ID 900 _____ Student's Email _____@appstate.edu

Faculty Member _____ Semester _____ Year _____

Course CRN _____ Prefix _____ ##### _____ Section _____ Title _____

Description and schedule of remaining work to be completed:

Remaining work will be submitted for review to the faculty member via (email, ASULearn, shared folder, or other): _____

To fulfill the Incomplete Grade Agreement, the student will complete and submit remaining work by (MM/DD/YY): _____

If the remaining work outlined here is not completed by the date listed, the faculty member will assign a grade of: _____

By submitting and signing this form, both the faculty member and the student agree to the expectations and schedule outlined in this agreement.

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

Chairperson Signature _____ Date: _____