

**Office of the Registrar – Vancouver Campus
 INCOMPLETE GRADE AGREEMENT**

Instructions:

1. Instructor forwards the form to the student via their Adler e-mail account to obtain the student’s signature.
2. Student signs the form. The student returns the form to their instructor account via their Adler e-mail account.
3. Instructor signs form and e-mails the form to the Registrar from their Adler e-mail account. Form is accepted via e-mail. Registrar’s email address is vanregistrar@adler.edu.
4. The chain of e-mails from steps 1-3 above must be included with the agreement submitted to the Registrar.
5. Due to regulations, in order to protect the privacy of student academic records, please do not leave form in the mailbox in the mailroom.
6. The student, instructor, and the Office of the Registrar must retain a copy of this form.

<p><u>Student Information:</u></p> <p>Student Last Name: _____</p> <p>Student First Name: _____</p> <p>Student ID: _____</p> <p style="background-color: #90EE90;">Student’s Last Date in Class – verified by instructor please do not leave blank:</p> <p>_____</p>	<p><u>Course Information:</u></p> <p>Term and Year: Fall _____</p> <p style="text-align: center;">Spring _____ Summer _____</p> <p>Course Prefix, No., & Section (e.g. MACP-201-VANA):</p> <p>_____</p> <p>Title: _____</p> <p>_____</p>
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Incomplete Grade Information:

Student’s Reason for Requesting an Incomplete: _____

***All required coursework will be submitted by the following date:** _____

***IMPORTANT INFORMATION FOR FACULTY AND STUDENTS:**

**The date above cannot exceed the last day of the subsequent term in which the course was taken. Dates that exceed this timeframe will be adjusted accordingly. Extensions beyond the end of the subsequent term must be approved by the student’s Program Director. *If a grade change form is not submitted for the incomplete grade within two weeks of the date listed above, the incomplete grade will automatically be changed to a “F” (failure) or “NC” (no credit) – depending on the course’s grading criteria. Changes to a failing grade must be accompanied by a grade change form that includes the student’s Program Director. An incomplete grade, “I”, for financial aid satisfactory academic progress will calculate into the student’s completion rate as credit hours attempted but not successfully earned.*

Student’s Signature: _____ Date: _____

Instructor’s Signature: _____ Date: _____

Registrar’s Office Use Only: Rep Initials & Date: _____