



Office of the Registrar – Chicago Campus

Email: registrar@adler.edu

INCOMPLETE GRADE AGREEMENT

Instructions:

- 1. IMPORTANT: IF YOU ARE USING A MAC, SAVE THE DOCUMENT TO YOUR COMPUTER FIRST. THE FORM MAY BE BLANK WHEN EMAILED IF YOU DO NOT FOLLOW THIS STEP.
2. Instructor forwards the form to the student's Adler email account via their Adler e-mail account to obtain the student's signature.
3. Student signs the form electronically. The student returns the form to their instructor's Adler e-mail account via their Adler email account.
4. Instructor signs form and emails the form to the Office of the Registrar from their Adler email account. Form is accepted via email, from the instructor, only. Email address is above. Forms that are dropped off, faxed, or submitted by the student will not be processed.
5. Due to FERPA 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.

Student Information: Student Last Name, Student First Name, Student ID or Last Four of SSN, Student's Last Date in Class - verified by instructor please do not leave blank. Course Information: Term and Year, Summer, Fall, Course Prefix, No., & Section, Title.

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.

Student's Approval:

Date:

TYPE YOUR NAME IN THE BOX ABOVE - YOUR APPROVAL MEANS YOU HAVE READ THE INFORMATION ON THIS FORM

Instructor's Approval:

Date:

TYPE YOUR NAME IN THE BOX ABOVE

Office Use Only:

IMPORTANT: FORM MUST BE SUBMITTED DIRECTLY FROM THE INSTRUCTOR. FORMS SUBMITTED BY THE STUDENT, EVEN IF THERE IS AN EMAIL FROM THE INSTRUCTOR TELLING THE STUDENT TO SUBMIT, WILL NOT BE ACCEPTED.

Registrar's Office Use Only: Rep Initials & Date Received:

Rep Initials & Date Processed: