

# STOCKTON UNIVERSITY

## Agreement for Completion of Course Work

A student may be eligible to request an Agreement for Completion of Coursework from an instructor if it is determined that: 1) the student is doing satisfactory work; and 2) the student is unable to complete the coursework within the academic term due to an illness or emergency. Incomplete coursework is due prior to the end of the next term. An "I" grade will temporarily be recorded on the student's transcript to indicate incomplete coursework. [Click here](#) to view the incomplete grading policy.

Student Name: \_\_\_\_\_ Z #: \_\_\_\_\_

Student Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Subject/Course/Section: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CRN #: \_\_\_\_\_

Course Title: \_\_\_\_\_ Term Course Offered: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ School: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

This is a: \_\_\_\_\_ New Agreement \_\_\_\_\_ Extension of Existing Agreement Due Date: \_\_\_\_\_

**Note:** Remaining coursework must be completed and submitted before the due date noted above, but before the last day of class in the next term as noted on the [academic calendar](#). Once the coursework is complete, the instructor will submit the final grade to the Registrar's Office within (7) calendar days. If the grade is not submitted by the grading deadline for the term, the "I" grade will automatically be changed to an F or NC, as appropriate.

Summary of Coursework Currently Completed:

% of coursework completed so far: \_\_\_\_\_%

Letter grade based on the student's average score/performance on coursework completed so far: \_\_\_\_\_

Summary of Remaining Coursework:

*Special arrangements for {the timing of the} completion of courses such as lab courses, foreign language courses, or internships must be described in an attachment and approved by the appropriate Dean(s).*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Dean signs to acknowledge receipt only)

**Signed copies of this form will be provided to the student, the instructor, and the Dean, who will retain a file copy of the form. Any addenda regarding special timing for completion of work to be done must be signed by all 3 persons above, with the Dean signing as approving those circumstances and the timing exception.**