WEBER STATE UNIVERSITY
Moyes College of Education

GRADUATE STUDIES IN EDUCATION

Incomplete Agreement

Student Name:	**W#:**
Course Prefix and Number:	**Course CRN:**
Semester:	**Year:**

Assignments/Tasks to Resolve Incomplete: **Due Date:**

Grade to be Received if Assignments/Tasks are not Complete:

Student Signature **Date**

Instructor Signature **Date**

Instructions:

1. Review the incomplete policy (PPM 4-19 3.5)
2. Complete the upper portion of the form.
3. In consultation with the student, identify the assignments/tasks necessary to resolve the incomplete grade.
4. Determine the due date for all assignments/tasks to be completed.
5. List the grade that will be earned if none of the assignments/tasks are completed. If a portion of these have been completed, a grade can be assigned to resolve the incomplete at any time.
6. Obtain the student's signature, then add your own signature and submit to med@weber.edu
7. When the incomplete is resolved, submit a grade change to records@weber.edu. Include the information from the upper portion in the email and the original grade (I) and new grade.