**INCOMPLETE GRADE AGREEMENT FORM**

A grade of incomplete (I) may be granted, at the discretion of the instructor, to students who are in good academic standing, but who may have experienced an unexpected personal or professional emergency. Students may be asked to provide documentation if requested by the instructor. All incomplete coursework must be submitted within one term/semester – no more than 16 weeks (or sooner) of the final class meeting of the course, as stipulated by the instructor. Assignments will not be accepted after the date indicated on the agreement. If the grade of incomplete (I) is not resolved within the established timeframe, a final course grade will be issued based on the coursework submitted.

A grade of “I” may not be granted to a student whose work has been unsatisfactory or who has failed to submit a majority of the assignments (i.e., postings, responses, written assignments, references, etc.) by the end of the course. Students may not withdraw once they have been issued an incomplete agreement.

Upon approval by the instructor, a grade of “I” will be entered in WebStar. Upon completion of the course requirements, or upon expiration of the Incomplete Grade Agreement, the instructor will notify the Office of Academic Affairs of the final course grade via a Change of Grade Form.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>NSU ID#</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Term (Check one)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>

**Grade at End of Term**

**Date by which all requirements must be fulfilled**

**Specific requirements are**

1. 
2. 
3. 
4. 

**Instructor’s Name**

**Instructor’s Signature**

**NSU Email Address**

**Date**

**Student’s Signature**

**NSU Email Address**

**Date**

**Office of Academic Affairs Representative Signature**

**Date**