MICHIGAN STATE UNIVERSITY
AGREEMENT FOR COMPLETION OF (I) INCOMPLETE

The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete.

Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC or I/N, depending on the grading system under which the student was enrolled.

The entire Postponement of Grading policy in the Academic Programs Section of the MSU catalog can be reviewed at: http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s529

STUDENT NAME _____ **PID** _____

Subject: _____ **Course:** _____ **Section:** _____ **Semester:** _____

Student and Instructor agree the following requirements must be met:

_____

_____

_____

Deadline for student to submit work to Instructor is: _____

_____
Instructor Signature Date

_____
Student Signature Date

Both the Instructor and student should retain a copy of this form until the final grade is officially recorded.
The Department should retain a copy of this form for one year.

Copy: Instructor
Student
Department

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