**Kansas State University**

**Incomplete Grade Agreement between Student and Instructor**

**for Incomplete Grades requested Fall 2018 or later \*\***

[***http://www.k-state.edu/provost/universityhb/fhsecf.html***](http://www.k-state.edu/provost/universityhb/fhsecf.html) ***(F83)***

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_\_\_\_ Class Number (5-digit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Incomplete:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Specific requirements for resolving the Incomplete (I) grade. Include details of remaining requirements to be completed. This may include maximum grade points possible for specific assignments/examinations.**

**Required Resolution Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Date by which the incomplete must be resolved, if prior to end of next regular term (fall or spring)*

**Current grade points accumulated by student / maximum points possible in course:**

 **\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_**

**Current grade: \_\_\_\_\_\_\_\_\_\_**

**🞎 I (student) acknowledge that I have read and understand the Incomplete Policy in the**

 **University Handbook, Section F83.** [**http://www.k-state.edu/provost/universityhb/fhsecf.html**](http://www.k-state.edu/provost/universityhb/fhsecf.html)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Student’s signature 2. Signature of the instructor who**

 **granted the incomplete**

**\*\*** *Use of this form is optional.*