



**Nova Southeastern University  
Fischler School of Education and Human Services**

**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.

<b>Instructor</b>	Student's Name _____ NSU ID# _____ N _____
	Course Number _____ Course Title _____
	Term (Check one)    Fall _____ Winter _____ Spring _____ Summer _____ Year _____
	Grade at End of Term _____ Date by which all requirements must be fulfilled _____
	Specific requirements are
	1. _____ 2. _____ 3. _____ 4. _____
<b>Student</b>	Instructor's Name _____
	Instructor's Signature _____ Date _____
	NSU Email Address _____ @nsu.nova.edu _____
	Student's Signature _____ Date _____
	NSU Email Address _____ @nsu.nova.edu _____

<b>Office</b>	_____
	Office of Academic Affairs Representative Signature _____ Date _____