



ARRANGEMENT TO RESOLVE A GRADE OF INCOMPLETE ["I"]

MSN and DNP Programs

REGULATION: "In order to receive credit for a course marked I, the student must complete the [required] work by the date specified by the instructor, and in no event later than the end of the next regular semester [fall or spring]. If the student fails to remove the incomplete within the specified time, he or she forfeits the privilege of completing the course for credit and the grade becomes a permanent I unless the instructor elects to give a grade of F."

Student: _____ **Date:** _____

Course: _____ **Semester:** _____ **Instructor:** _____

Reason for Incomplete:

In consultation with the instructor of the course in which I received the grade of Incomplete (I), I agree to the conditions and schedule below to permit a change of grade:

Requirement(s) for Completion: _____ **Date for Completion:** _____

I have read and understand the regulation above and the result of noncompliance.

Signatures:

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Program Director: _____ **Date:** _____

**cc: Student
Instructor
Program Director
Original to Student file
04/2013**