

Student Information		
	Name: _____	Telephone 1: _____
	Email: _____	Telephone 2: _____

Telephone 1:

Telephone 2:

Faculty Information			
Name: _____	Telephone: _____		
Email: _____	Telephone: _____		

Telephone:

Telephone:

Course Information	
Course title:	Year: _____
Number and Section:	Semester: _____
Reason for INC grade	_____

Year: _____

Semester: _____

Requirements

Completion date for the missing work:

Is access to the Blackboard course site needed to complete missing work?

If yes, what is the date that access to the Blackboard site will terminate?

Detailed description of work to be completed:

Detailed description of work to be completed:

Student responsibilities

I, _____, will complete the work described above by the date indicated. I understand that if the necessary work is not completed during this period, I will receive a grade of FIN for the course.

Faculty responsibilities

I agree to assign an INC to the student for the relevant semester. I also agree that if the student completes the work listed above within the time span agreed to, I will change the student's grade to an appropriate letter grade.

Signatures

Faculty: _____

Date: _____

Student: _____ 

Date: _____

Instructor, below, please provide a description of grading criteria for the assignment(s) listed above and overall grading criteria for course. In cases where the original instructor is unavailable, this information should enable another instructor to fairly evaluate the work and assign a final course grade.