EASTERN GATEWAY COMMUNITY COLLEGE

“INCOMPLETE” GRADE STATUS

AGREEMENT FORM

This agreement is to be completed and signed for any student receiving an incomplete grade, otherwise a grade earned shall be given.

In accordance with the information stated in the Eastern Gateway Community College catalog regarding the marking and credit system for the “Incomplete” grade, the following student and instructor agree to the specified requirement described below - - all of which must be completed and submitted on or before the date indicated. Students must complete the requirements of each incomplete course within six (6) weeks of the official grade reporting date. After the six (6) week period, incomplete grades will be assigned the letter grade earned for the completed coursework.

It is understood that whatever my grade is at the time of receiving the incomplete, that grade shall be reflected on my transcripts until work is completed.  Once the incomplete work is finished the new final course grade shall be updated.  If the student fails to complete the work then whatever grade exists on the transcripts that grade shall remain.

STUDENT NAME: Linsey Sydow STUDENT ID:324730417

COURSE ID : Math 120 - 701 ACADEMIC SEMESTER/YEAR: Fall 2020 Last 8

DATE THE INCOMPLETE GRADE WAS AWARDED: 12-22-20

REQUIREMENTS DUE DATE: 2-2-21

REQUIREMENTS: (Each requirement to be completed is specific and numbered below for reference.)

1. Complete all missing homework assignments
2. Complete Final Exam

Instructor’s Signature/Date Student’s Name (please print)

Student’s Signature/Date Dean’s Signature/Date

ACTION TAKEN:

cc: Student Records Office