

e-Learning & Learning Enterprises Incomplete Grade Agreement

Student Name:

Instructor Name:

Course Section:

Session:

Missing Assignment(s) to Complete & Agreed Due Dates

Assignment 1:

Due Date:

Assignment 2:

Due Date:

Assignment 3:

Due Date:

Assignment 4:

Due Date:

Assignment 5:

Due Date:

Assignment 6:

Due Date:

Assignment 7:

Due Date:

Assignment 8:

Due Date:

Assignment 9:

Due Date:

Assignment 10:

Due Date:

Additional Instructor Comments (optional):

Student Acknowledgement: I understand that if I fail to submit the work on the due date(s) agreed upon above, that I will receive the grade of zero on the missing work which could result in my failure of the course.

Electronic Signatures: (You may need to download this file with your changes, then open in Adobe to sign.)

Resource: [Creating an Adobe Digital Signature](#)

Instructors, please submit this completed form via email to elarningadmin@ocean.edu. Students have 30 days to complete incomplete work after the last day of the term. Grades will automatically convert from an "I" to an "F" on the 31st day. Instructors, please submit a [Change of Grade Form](#) when the above deadlines have been met. Instructors should copy the Dean and Assistant Dean on any email communication with the student during the incomplete grade time period.