

**INCOMPLETE GRADE, THEORY COURSE COMPLETION AGREEMENT**

Date: [\_\_\_\_\_\_\_\_] Semester: [semester/ year]

Student Name: [\_\_\_\_\_\_\_\_] A#: [\_\_\_\_\_\_\_\_]

Course Number and Title: [\_\_\_\_\_\_\_\_]

Course Faculty: [\_\_\_\_\_\_\_\_] Program/Specialty Director: [\_\_\_\_\_\_\_\_]

As of [date], student name] has not yet completed the required coursework for the above-named course secondary to [illness, death in family, name extenuating circumstance for reason coursework has not been completed]. In agreement with myself [faculty name], [student name] will receive an “I” (incomplete) grade for the course.

To successfully fulfill course requirements, [student name] must complete the following assignments in their entirety by the deadlines provided (see below). Upon course completion, the “I” will be replaced with the course grade earned.

Deadlines to complete a course with an “I” grade are as follows:

* Fall semester “I” grades must be completed by the end of the ADD/DROP period of the summer semester.
* Spring semester “I” grades must be completed by the end of the ADD/DROP period of the fall semester.
* Summer semester “I” grades must be completed by the end of the ADD/DROP period of the spring semester.

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| COURSE ASSIGNMENT(S) | DEADLINE DATE(S) |
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Please note, it is [student name] responsibility to complete and submit the required assignments and remain in touch with the course instructor and provide periodic updates. If the student does not complete the required coursework by the assigned deadline, the course grade earned in the absence of the completed coursework will be assigned (which may be an “F”).

The School of Nursing is committed to the academic success and health and well-being of our students and there are a variety of support services available to help students achieve their academic goals.

If students are struggling with course content, we urge them to: 1) schedule a meeting to speak with their faculty to discuss areas of concern and 2) access tutorial services through the Office of Academic Success (<http://nursing.rutgers.edu/cas/index/jhtm> or 973.972.9626).

If students are experiencing personal concerns, they are strongly encouraged to seek appropriate counseling/support through private or University-based programs (Student Wellness Program, <http://shp.rutgers.edu/current_students/shrp_oss_mhc.html>).

I have reviewed this document with the student who has verbalized an understanding of what is required to complete the course within the established timeline.

Course Faculty Name: [faculty name]

Course Faculty Signature\*: Date: [date]

I have reviewed this document with course faculty and agree with the course completion agreement and deadline dates as outlined. I understand if I am unable to complete the assignments as outlined, it may result in course failure and program dismissal.

Student Name: [student name]

Student Signature\*: Date: [date]

*\*Please note, font signatures are not accepted/acceptable on this document.*

Course faculty: Please email/forward this fully-executed document to one of the division administrative assistants to be distributed to the below individuals and uploaded to the student file.

cc: Student

 Course Faculty

Program/Specialty Director

Student file