



TRINIDAD STATE JUNIOR COLLEGE  
INCOMPLETE GRADE AGREEMENT

An Incomplete (“I”) may be reported when the student, for reasons beyond his/her control, has been unable to complete all the work of the course. The grade may be given only upon agreement between the student and the instructor concerned. An incomplete must be removed not later than the last day of the following semester. Failure to do this will result in a grade of “F” being posted in place of the incomplete.

It is the responsibility of the instructor of the course to remove the incomplete by the deadline. It is the responsibility of the student to perform the required tasks by the date specified by the instructor of the course. The required tasks and the date these tasks are due to the instructor are specified in the Agreement information below:

Student Name and ID \_\_\_\_\_

Course Number and Section \_\_\_\_\_

Course Title \_\_\_\_\_

Course Beginning and Ending Dates \_\_\_\_\_

Instructor of Course \_\_\_\_\_

TASK(S) TO BE COMPLETED: (attach syllabus and additional information if necessary)

DUE DATE FOR THE TASK(S): \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Dean Signature Date

\*\*\*Copies of this document must be kept on file in the Dean’s office and by each of the signatories above. A copy of this document must also be attached to the official grade sheet.