

# Military and VA Related Absence Policy Agreement Form - 4/8/2016

The instructor and student will discuss the requirements to complete the missed course work, with the time limit for completion **not** to exceed the maximum limitations noted in the Academic Bulletin, Chapter 5 *Registration and Academic Records*, Incomplete Grades Section; failure to do so will result in a grade change from "I" to "E," failure, which will be detrimental to the student's GPA.

*(Please print or key information)*

**Instructor:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Student Name and ID Number:** \_\_\_\_\_

**Course Name/CRN:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

**Date(s) Excused/Absence:** \_\_\_\_\_

**Absence Documentation Provided:** \_\_\_\_\_

**Brief Statement of the reason/need for excused absence:**

**If applicable, provide a brief explanation for issuing an "I" grade, and detail the agreed upon guide/requirements for finishing incomplete work: (Note: An "I" (incomplete) grade means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory.)**

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A copy of this form must be submitted to the Office of the Registrar. In the instructor's absence, the department chair will complete and submit the grade change form with the appropriate letter grade to the Registration Office no later than the published incomplete grade change deadline.