Student's Name	TU-ID			
College/Major	Course	Course Name and Number		
Undergraduate	Graduate	Semester/session	Year	
Instructor's Name	Departi	ment/Program Name	Contact Information	
If the work is not complete	d by deadline date	, the grade will be cha	anged to default grade	
card after that date has pass specified default grade. Gr	n. Instructors may specified. After one year, trades do not automatic	ecify a shorter time and the he incomplete grade will a cally default upon a studen	en submit a change of grade utomatically be changed to the	
1. Specific details of the co	urse work that studen	t must finish to complete a	all requirements for this course:	
2. The work specified above provide any additional deta	_			
Signature of Student	Date	Signature of Instructor	Date	
The agreement becomes va	lid only when signed	by the Dean or Dean's de	signee.	
Dean or Designee		Date		

Make four copies of the approved Agreement: The instructor gives one copy to the student and keeps one copy. The Chair of the Department keeps one copy, and one copy is sent to the Dean's Office.