



Lynn University - Incomplete Grade Application

Student's Name: _____

Student's ID Number: _____

Course Number and Title: _____

Step #1

Student must provide the Dean of Students documentation of the extenuating circumstances that prevented them from satisfying the course requirements. If the documentation satisfies the eligibility criteria then the Dean of Students will sign and date below.

Dean of Students' Signature and Date: _____

Step #2

To apply for an incomplete grade the student must have already completed 2/3 of the course and have a passing grade.

If the student has satisfied these requirements then the instructor will draw out a contract, which includes but is not limited to, all coursework to be completed and the deadline for this material to be submitted (not to exceed one year beyond the original term final grade due date).

The student's and instructor's signature below verifies that these conditions have been met and that both parties are in agreement with the attached contract.

Student's Signature and Date: _____

Instructor's Signature and Date: _____

Lynn University - Incomplete Grade Agreement

Student's Name: _____

Student's ID Number: _____

Course Number and Title: _____

Coursework to be completed:

Method of submission: _____

Deadline date for submission: _____

Student's Signature and Date: _____

Instructor's Signature and Date: _____

The Dean of the College for the course will review this agreement and approve if appropriate. Once the Dean of the College signs the form the contract is binding. Signed copies of the form will be sent to the following: the instructor, the student, the Dean of Students, and the Registrar.

College Dean's Signature and Date: _____

Upon receipt of the form the Registrar will assign the student a grade of I in the course. If a grade change is not received in the Office of the Registrar within two weeks from the deadline date specified in the agreement then a grade of W will be assigned for the course. Please note that a student may have no more than 8 undergraduate or 3 graduate course withdrawals as of fall 2006.