

**Instructions**

Please complete Section I. Complete Section II while conferring with your instructor, then sign the Contract in Section III. After your instructor signs in Section IV, the form will be routed to your department for additional approval.

**Section I Student Information**

Name \_\_\_\_\_ APU ID# (required) \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Term/Session \_\_\_\_\_ Year \_\_\_\_\_ Class # \_\_\_\_\_ Instructor's Name \_\_\_\_\_  
Course ID \_\_\_\_\_ Course Title \_\_\_\_\_  
Reason for not completing this course before the end of the semester or session:

**Section II Instructor and Student Agreement**

An incomplete may be granted for a maximum of 12 weeks from the end of the semester/session by instructor discretion.

1. Assignments or exams needed to complete this course:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
2. Deadline for work to be completed is \_\_\_\_/\_\_\_\_/\_\_\_\_.
3. If coursework is not completed by this date the grade will be changed to \_\_\_\_\_.

**Section III Contract**

My signature below signifies my understanding that this is a binding contract. I agree to the terms outlined herein. If the items listed are not completed by the deadline specified (Section II, number 2) the course grade will automatically be changed to the grade specified (Section II, number 3).

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

**Section IV Faculty Approval**

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chair and/or Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied  
Comments (if any) \_\_\_\_\_

**Section V Final Grade**

Final Grade \_\_\_\_\_ Coursework completed on \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar**

Incomplete grade entered on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ Final grade entered on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

**Mailing Address:** Azusa Pacific University, Graduate and Professional Center, P.O. Box 7000, Azusa, CA 91702

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