

**MACALESTER COLLEGE
REGISTRAR'S OFFICE**

1600 Grand Avenue, St. Paul, MN 55105-1899
fax: 651-696-6600 ph: 651-696-6200 www.macalester.edu/registrar
registrar@macalester.edu

For **Fall 2009**,
this form due to
Registrar's Office on or
before **Dec. 30, 2009**.

Course Completion Agreement Form

POLICY: Students are expected to complete the work in each course on schedule. Under unusual circumstances, an instructor may allow a student an additional specified period of time, not to extend beyond the first class day of the semester, for completion of the course.

INSTRUCTIONS: The student and instructor must both sign this form. This completed form must accompany any submission of grade of I (incomplete) to the Registrar.

*NOTICE: Students on Strict Probation may **not** receive a grade of I (incomplete). Be advised that multiple incompletes will cause the student's record to be reviewed by the Academic Standing Committee. If this applies to you, consult with the Director of Academic Programs.*

Student: _____ ID#: _____

Term & Year: _____ Faculty Name: _____

Course Title: _____ Dept, Number, Section: _____

Description of work to be completed in order for a final grade to be assigned:

Due Date for completion of work: _____. This deadline must be on or before the college deadline date for incompletes published in the current catalog. (Fall 2009 = 01/25/10)

Grade to be assigned if no further work is completed: _____. If a final grade is not submitted within one week of the due date you have written above, the grade of NC or the grade indicated here will be recorded for the course.

X _____
Student Signature Date

X _____ phone ext: _____
Faculty Signature Date

----- Registrar Use -----

Date form rec'd _____

Date grade rec'd _____

Banner

Grade sheet

Student email