

**Department of Philosophy
Marquette University**

Agreement for the Completion of an Incomplete

The graduate school discourages incomplete grades. If an incomplete is not made up within the time limit specified in the Graduate School Bulletin, then the grade will be recorded as a permanent incomplete and tuition for that course will be forfeited. This policy cannot be modified by faculty. Faculty are under no obligation to assign grades of incomplete. If they do so, the responsibility for fulfilling this contract to remove the incomplete lies with the student requesting it.

Student: _____

Instructor: _____

Course: _____

Semester: _____

Grad School Deadline: _____

Deadline: _____

Comments: _____

Instructor Signature

Date

Student Signature

Date

One copy of this form should go to the Philosophy Department, one copy to the student, and one to the Instructor.

Approved by Executive Committee, April 2006