

**Incomplete Grade Agreement**  
*School of Social Welfare Only*

This agreement must be completed and turned in to Becky Hofer on the Lawrence campus prior to the end of the semester if you are to receive an incomplete grade in a course.

Incompletes are given only for circumstances beyond a student's control. If the course is part of a sequence (e.g., 540-541, 610-612, 620-621, 710-711, 810-811), you cannot begin the second course until the incomplete has been completed. In all other cases, incompletes must be completed by the end of the following semester or they will be changed to "F"s.

It is the student's responsibility to request an incomplete from the course instructor. If the instructor agrees to grant your request, it is the student's responsibility to submit the completed form to Becky Hofer. Students in Kansas City should scan or mail the form to Becky Hofer; students in Lawrence may scan, mail it or hand deliver it to her. This form must be signed by the student and instructor. A grade of incomplete will be reported only if this form has been received by Becky Hofer before the end of the semester and prior to the time that course grades must be submitted.

Once the coursework has been completed and the grades submitted, this form will be removed from the student file. Students should know that changes in grades that are submitted to the registrar will not be sent to the student, but will appear on the student's transcript.

***Please complete the following:***

I am requesting an incomplete in SW \_\_\_\_\_ because of:

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I will complete the requirements for this course by \_\_\_\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date