

**Case Western Reserve University  
School of Graduate Studies**

**ARRANGEMENT TO RESOLVE AN INCOMPLETE**

To receive credit for a course marked "I" or "IN," the student must complete the required work by the date specified by the instructor. At the latest, Incomplete grades must be resolved by the published deadline of the session following the one in which the Incomplete was received. If the student fails to remove the Incomplete within the specified time, the student forfeits the privilege of completing the course for credit, and the grade becomes a permanent Incomplete unless the instructor elects to give the grade of "F."

Name:		Department:			
ID Number:		Phone:		E-Mail:	

Course:		Term:		Instructor:	
Reason for Incomplete:					

In consultation with the instructor, I agree to the conditions and schedule below to permit a change of grade.

Requirement(s) for Completion:	Date for Completion:
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Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_