

COLLEGE OF NURSING

Agreement to Complete Course Requirements

UNMC CON Policy 5.3.6 states that grades of Incomplete must be completed in one semester after they have been awarded. If the course is not completed in that time and an extension has not been granted, the “I” will convert to a grade of “F” on the student’s transcript.

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| --- | --- | --- | --- |
| Student’s Name |  | NU ID |  |
|  |  |  |  |
| Course ID/Title |  |
|  |  |  |  |
| Course Coordinator |  |

The default length of the contract is one semester, including summer, from the end of the semester in which the course was taken, unless a shorter time is agreed upon by both the course coordinator and the student.

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| --- | --- | --- | --- |
| Semester/Year Taken |  | Completion Deadline |  |

List all course requirements to be completed below. May include tentative due dates for each requirement.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature |  | Date |  |

\*If student is unable to sign this form, please indicate how and when the student was contacted to arrange for the incomplete.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Coordinator Signature  |  | Date |  |

\*\*A copy of this signed form should be kept on file by the student, the course coordinator, and the Associate Dean of Academic Programs.