

**FLORIDA GULF COAST UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DIVISION OF HEALTH SCIENCES**



**Master of Science in Health Science
Certificate in Health Services Administration**

Student Guidebook

2009 - 2010



Dear Student:

We would like to take this opportunity to welcome you to the Division of Health Sciences of the College of Health Professions.

As you are aware, you are embarking on an exciting and challenging academic and career path. The Health Sciences' faculty hope to work with you, so that you can develop the knowledge, skills and abilities necessary to address the challenges you encounter as a health care professional.

We invite you to develop and maintain communication with the faculty so that they may assist you in your progression through the program. We also encourage you to develop networks with other students in the program, many of who already work in the health care arena.

For your convenience, we have compiled this Student Guidebook. It provides important policies and procedures, as well as general information.

Again, we would like to welcome you and wish you success.

Sincerely,

The Health Sciences' Faculty & Staff

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Introduction to the Student Guidebook

The Guidebook contains current information pertaining to the Division of Health Sciences programs, policies, and procedures. It also contains references, information, and guidelines that would be helpful to your successful progression in either the Health Science or Health Services Administration Certificate program. The contents of this Guidebook are dynamic, and as such, changes or updates will be shared with enrolled students as they occur.

Each enrolled student is provided a copy of this Student Guidebook through the Health Science website. All students are expected to read, understand, and comply with the Guidebook policies and procedures. Students are responsible for seeking clarification regarding any items included in the Guidebook from their faculty advisor or the Division Chair.

Mission Statement

The Division of Health Sciences mission emerges from, and is congruent with the mission of the College of Health Professions (CHP) and Florida Gulf Coast University (FGCU). The Division of Health Sciences aims to meet community and market needs by providing future-oriented, accessible, student-focused undergraduate and graduate education programs that foster professional growth, career mobility, diversification, and advancement for health professionals. Faculty and administrators are committed to interdisciplinary education and practice experiences for health professionals from a variety of disciplines within the division and across the College of Health Professions. Faculty, administrators, students, and graduates will assume the responsibility of academic excellence, empathy and professionalism within their scope of practice, and will be empowered to act as ambassadors for health care consumers, the health professions, the College of Health Professions, and Florida Gulf Coast University.

Master of Science in Health Science Program Description

The Master of Science in Health Science program is designed to provide advanced opportunities for baccalaureate graduates. The coursework for this degree program is offered on a part-time basis by distance learning. Two concentrations are offered within this Master of Science in Health Science program:

- *Health Professions Education* for those who aspire to faculty or administrative positions in colleges, universities, and other settings. This concentration is designed for baccalaureate graduates who have completed the basic preparation and hold a license, certification, or registration as applicable to one of the health professions.
- *Health Services Administration* for those who aspire to leadership positions in health care facilities or government agencies, or who are interested in the management of private practices or managed care facilities.

Students will complete a program core and one required concentration core. The degree conferred is a Master of Science in Health Science regardless of the concentration selected. Total program length consists of 36 semester credit hours.

Program Goals

Graduates of the Master of Science in Health Science Program are prepared to serve as health care leaders in advanced professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate proficiencies in their selected concentrations, and will be prepared to:

1. serve as health professional leaders and educators within the health care delivery system;
2. understand, evaluate, and analyze concepts and theories of policies and procedures in the health care delivery system;

3. evaluate and differentiate the roles, duties, responsibilities, and skills of leaders and practitioners in the concentration of study;
4. evaluate current philosophies, principles, issues and trends which impact the legal and ethical foundations of health care, and serve as innovators and change agents;
5. conduct and evaluate research;
6. serve in leadership positions in professional activities;
7. master human relations, communication and information technology skills;
8. employ appropriate assessment procedures and intervention strategies to enhance the quality of patient care within the scope of practice; and
9. develop cultural competence to serve the needs of ethnically diverse populations.

Health Professions Education Concentration

Graduates will be prepared to:

- Serve as educators and administrators in health professions programs at academic institutions and practice sites.
- Understand, evaluate, analyze, and utilize different learning methods, teaching strategies, and models of instruction to develop programs, courses, and lessons in the didactic and practice components of health professions education.
- Evaluate and differentiate the roles, duties, responsibilities, special skills, and the educational and experiential qualifications of health professions faculty at academic institutions and practice sites.
- Measure and evaluate the practice and didactic competencies related to the cognitive, psychomotor, and affective domains through the selection and/or development, validation, and application of test instruments.
- Evaluate the philosophies, principles, and practices of health professions education and develop curricula which integrate didactic and practice components that reflect the needs of the dynamic health services community.
- Conduct and evaluate research to improve health professions education.

Health Services Administration Concentration

Graduates will be prepared to:

- Serve as health services administration professionals.
- Analyze the social, economic, political and professional forces that impact health service administration and delivery, and implement innovative solutions.
- Manage, lead, design, implement, and sustain effective health-related programs and organizations.
- Master human relations, communication, financial management and information skills.
- Develop and implement policies and procedures related to human resources.
- Analyze epidemiological trends for health care management.
- Conduct and evaluate research to plan, evaluate and improve health services administration.

Certificate in Health Services Administration Program Description

The program leading to a Certificate in Health Services Administration is designed to prepare individuals who seek specialized education and certification in health services administration. The flexibility of the program offers baccalaureate degree graduates the opportunity to acquire expertise and specialization in line with their interest, needs and career applications in health services administration. The program embraces different background and interests and is appropriate for individuals who wish to gain further interdisciplinary education in health services administration. It is suited for graduates from any undergraduate major particularly those in business administration, finance, health administration, nursing, and other allied health professions; Master's of Business Administration (MBA) or other master's level degree programs in nursing and other health professions; and physicians, dentists, and other professional clinicians. The program requires the completion of 21 credit hours of courses, 15 of which are required courses. The coursework for this certificate program is offered on a part-time basis by distance learning.

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*The toll-free number gives a menu option. Select option 6 and the University Operator can direct your call to the appropriate extension.

Academic Policies and Procedures

Faculty Advisors

Faculty advisors are assigned upon acceptance into the Health Science or Health Services Administration Certificate program and responsible for maintaining a curriculum progression list for students.

Students who request a change of faculty advisor need to complete and sign the Request to Change Faculty Advisor (Appendix A) form available from the Division Chair. The student will then submit the signed Request to Change Faculty Advisor form to the Division Chair. The student will be notified in writing of the approval status of this request.

Faculty Advisor Review of Registration

1. All students must submit registration requests to their designated faculty advisor for review prior to registration.
2. Students must obtain approval from their faculty advisor to register for courses out of sequence except in cases when it is necessary to repeat a course in which the student earned a grade of less than a C. A grade of C minus (C-) is considered less than a C.
3. All requests for adding courses, transfer credit, changes in curriculum plan or progression in the program, course extensions, or leaves, must be approved by the student's faculty advisor and/or Division Chair.

Access to Faculty and Staff

Faculty and staff are available to address students' questions or concerns via electronic means or face-to-face meetings. The Division Chair is also available if you have difficulties that you wish to discuss. In addition, faculty office hours and contact information are included in each course syllabus.

Transfer of Credit

Students who wish to take courses from another regionally accredited institution of higher education to fulfill degree requirements during enrollment in the Master of Science in Health Science or the Health Services Administration Certificate program must gain approval through their faculty advisor and Division Chair by completing the Transient Student Form obtained online at www.facts.org under the College Student tab.

The following items address transfer of credits earned prior to admission into the Master of Science in Health Science or the Health Services Administration Certificate program:

1. The number of credits transferred is limited to the number of credits as stated in the current FGCU catalog.
2. Applications for discipline specific transfer credit must be submitted to the Division of Health Sciences.

Non-transferable Course Credits

The following are non-transferable:

1. Credit hours for coursework already applied toward a degree received from another institution.
2. Courses in which a "B-" or less was received.
3. Credit hours for undergraduate courses.
4. Credit hours for graduate courses that are not relevant or congruent in content to the Master of Science in Health Science program and degree concentration(s) courses being pursued.

Transfer of Credit Hours Procedure

1. Contact faculty advisor and request a transfer of credit hours from previous institutions.
2. Supply faculty advisor with course descriptions and/or syllabi of courses to be transferred.
3. Faculty advisor completes the credit transfer equivalency form and submits it to the Division Chair.
4. Division Chair signs the credit transfer equivalency form and forwards it to the Graduate Admissions Office to enter in Banner.

Grading Policy

Grading policies are specified in each course syllabus. Letter grades are assigned using the Division's grading scale as follows:

A = 90-100%	Excellent
B = 80-89%	Above Average
C = 70-79%	Average
D = 60-69%	Below Average
F = <60%	Failure
I = Incomplete	
W = Withdrawal	
WF = Withdrawal/Failure	
S = Satisfactory (Thesis, Capstone Project or Internship only)	
U = Unsatisfactory (Thesis, Capstone Project or Internship only)	
Z = Continuing Registration (Thesis only)	

Faculty electing to use a +/- grading system will indicate this in the course syllabus.

Students wishing to appeal final grades must follow the FGCU policy for grade appeals as outlined in the FGCU Student Guidebook. The FGCU Student Guidebook can be accessed at the FGCU Judicial Affairs website: <http://studentservices.fgcu.edu/JudicialAffairs/>

Withdrawal (W)

Students withdrawing from courses are required to notify the Office of Registration and Records (ORR) prior to the university established deadlines. Students who withdraw after the deadline will receive a grade of "WF."

Incomplete Grade (I)

A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of "I." A grade of "I" is not computed in the student's GPA.

An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of "F" in the course.

To initiate consideration for a grade of "I," a student must contact the instructor before grades are reported. The decision to award a grade of "I" is solely the decision of the instructor. Should a professor decide to assign the grade, the student must complete an Incomplete Grade Assignment Form (Appendix B) and submit to the instructor before the grades are due. The Incomplete Grade Assignment Form is available from the course instructor.

The maximum amount of time to complete coursework to remove the grade of "I" is one year from the ending date of the semester for which the grade was assigned or graduation, whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework.

After one year, a grade of “I” will be changed to an “F” if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade.

Academic Honesty

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university.

According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. The common forms of cheating include:

1. Unauthorized assistance-communication to another through written, visual, or oral means. The presentation of material which has not been studied/learned, but obtained through someone else’s efforts and used as part of an examination, course assignment, or project constitutes a violation. The unauthorized possession or use of examination or course related material may also constitute cheating.
2. Plagiarism whereby another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another is plagiarizing.

The Division of Health Sciences maintains a **zero-tolerance policy** for academic dishonesty. Any student found in violation of academic honesty will earn a grade of “F” for the course and may be permanently dismissed from the program. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Division of Health Sciences.

Student Progression and Completion of the Program

A minimum cumulative GPA of 3.00 is required for satisfactory academic progression in the Master of Science in Health Science and Health Services Administration Certificate programs. Students must earn a grade of C or better in each course, or a grade of S (Satisfactory) in courses that use the S/U (Satisfactory/Unsatisfactory) grading system. If the student earns a grade less than a C or U in a course, the student must repeat the course and earn a grade of C or better, or S. Courses may only be repeated once, and only two courses will be allowed to be repeated.

Academic Probation

Students whose cumulative GPA falls below a 3.00 will be placed on academic probation and the student will have three (3) subsequent courses, or nine hours, to raise the GPA to a 3.00. If the student does not bring the GPA up to 3.00 during the probation period, then the student is dismissed from the Health Science or Health Services Administration Certificate program because of unsatisfactory academic performance. Students on Academic Probation must accept whatever additional requirements are stipulated by the Division of Health Sciences. Examples include, but are not limited to, specified credit hour limitations, specific GPAs, and restriction on choice of courses including internships and capstone projects. Academic advising is mandatory prior to registration.

Academic Dismissal

Students who obtain a grade of less than C or U in two (2) courses will be dismissed from the Health Science or Health Services Administration Certificate program because of unsatisfactory academic performance. Students dismissed from the Health Science program and/or FGCU cannot take courses as non-degree seeking students or enroll in any of the Division of Health Sciences certificate programs. Any course(s) taken elsewhere while dismissed from the Division of Health Sciences will not count towards the degree or certificate.

Reinstatement

Students dismissed because of unsatisfactory academic performance are ineligible to reapply for admission into any program in the Division of Health Sciences for one year. **READMISSION IS NOT GUARANTEED.** If admitted, the program will determine which previously earned credits are applicable towards graduation. Students reinstated in the Division of Health Sciences after Academic Dismissal will be placed on Academic Probation for at least 2 semesters, or until the student earns a minimum GPA of 3.00. As a condition of reinstatement, students on Academic Probation must accept whatever additional requirements are stipulated by the Division of Health Sciences. Examples include, but are not limited to, specified credit hour limitations, specific GPAs, and restriction on choice of courses. Academic advising is mandatory prior to registration. Not meeting these conditions may result in the student's academic dismissal from the Division of Health Sciences. A student academically dismissed a second time is permanently dismissed from all programs in the Division of Health Sciences.

Time Frame for Completing Program Requirements

Upon admission into the Health Science or Health Services Administration Certificate program, students must meet with the Faculty advisor to select a part time or full time program. Students are expected to maintain continuous enrollment in order to complete the program requirements within the time frame discussed between the student and the faculty advisor.

If the student cannot meet all of the graduation requirements specified by the University, College, and Division due to decisions and changes in course offerings or division policies, appropriate substitutions will be determined by the faculty advisor and Division Chair.

University and Division policies are subject to change. If the student's graduation requirements are affected by these changes, appropriate arrangements will be made to preclude penalization of the student.

Degree Time Limitations/Extension of Time Limit for MS Program

In order to ensure that students working a MS degree maintain currency in their field of study, all credit hours (including transfer credits) applied toward the degree must have been earned within the seven (7) academic years prior to graduation. Coursework completed before this time period cannot be applied toward the degree.

Any student requiring more time to complete the MS degree may request an extension from the Office of Graduate Studies, provided that the student has written approval from the program.

Former Student Returning

A former student returning is any former FGCU degree-seeking student who has not been enrolled at FGCU in any of the last three terms, and who wishes to re-enroll. The former student submits a new FGCU admission application by the appropriate application deadline. A new application fee is not required. To be readmitted, a student must (a) be in good standing and eligible to return to the last institution attended, including FGCU; and (b) be admissible by the program. Former students reapplying to any of the Division of Health Sciences programs must meet Health Science admission standards as stated in the current FGCU catalog. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Division of Health Sciences and cannot reapply.

Disability Accommodation Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodation to students with documented disabilities. If you need to request accommodation in any class due to a disability, or you suspect that your academic performance is affected by a disability, contact the Office of Multi Access Services. The

Office of Adaptive Services is located in Howard Hall, room 137. The phone number is 239-590-7956 or TTY 239-590-7930.

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second part certification of the reason for the absence.

Thesis, Capstone Project, or Internship Options

A six credit hour thesis or three credit capstone project or internship is required for partial fulfillment of the Health Science program.

Thesis

A thesis is based on the independent study and investigation of a defined topic related to the area(s) of concentration. The six credit hours are offered in one to four credit increments. Refer to the Capstone Project/Thesis Handbook for details.

Capstone Project

A capstone project is the application of knowledge, concepts and principles to design a plan of action or present solutions to a defined problem in the health care delivery system. Refer to the Capstone Project/Thesis Handbook for details.

Internship

1. Students are eligible to enroll in the internship course after completion of a majority of the required coursework **and** approval from their faculty advisor.
2. Internships must be scheduled during the first half of the semester **prior to** the semester when the placement actually occurs.
3. Students are offered the opportunity to make preliminary selection of their preferred internship sites. However, student pre-selection of preferred sites does not guarantee assignment to those sites.
4. Employment experiences cannot be used or substituted for program internships.
5. Internships are arranged as follows:
 - a. Students consult with the faculty coordinator regarding their career goals and related internship experiences.
 - b. The internships are approved and arranged by the faculty coordinator in conjunction with the preceptors at the internship sites.

Scheduling of repeat internship courses due to unsatisfactory performance will be subject to availability of an appropriate affiliate site and adequate supervision. Unsatisfactory performance in the repeated internship course may result in dismissal from the Master of Science program.

Liability Insurance, Inoculations, and Background Checks

Students are required to provide proof of the following to the Division of Health Sciences before beginning an internship:

1. verification of professional liability insurance with faculty member designated as **Memorandum Holder**

2. proof of immunizations/screenings for hepatitis B
3. background check **if required** by internship facility

Students are required to contact the faculty internship coordinator during the first week of the semester to verify that the liability insurance will continue to be current through the end of that semester, immunizations for Hepatitis B are up to date, and a background check is secured if required by the internship facility. The faculty internship coordinator will notify all faculty members of students who have not provided appropriate documentation by the beginning of the second week of the semester. **It is the students' responsibility to contact the faculty internship coordinator about this matter. The faculty internship coordinator will not seek out students for this information.**

Students who fail to obtain liability insurance, secure a background check if required, or whose immunizations are not current will not be permitted to go on assignments until such documentation is provided. Once documentation is provided, an attempt will be made to reschedule the assignment prior to the completion of the semester. If the assignment cannot be rescheduled, the student will receive an Incomplete (I) for the course, and will be required to complete the assignment during the following semester.

Specific requirements are as follows:

1. Professional liability insurance, with minimum limits of \$1,000,000/\$3,000,000 required, can be purchased from a number of companies.
2. Immunizations and/or screening tests include: Hepatitis B (HB) Vaccine series (series of 3 immunizations at 0, 1, and 6 months) and positive titer results. A waiver for the Hepatitis B Vaccine series is also accepted. See Internship Guidebook for further information and waiver form.
3. Background check **if required** by the internship facility.

Graduation Requirements for MS Program

The following are minimum requirements for the master's degree:

- Apply for graduation by the deadline indicated in the university calendar.
- Earn a minimum of 36 credit hours with a minimum of a 3.0 GPA on a 4.0 scale.
- At least 20 hours of the coursework for the degree must be non-thesis.
- A majority of credits toward a graduate or post-baccalaureate professional degree must be earned through FGCU.
- Complete all program requirements, as determined by the appropriate college.

Application for Graduation

An Application to Graduate form must be submitted to the faculty advisor in the term or expected graduation by the deadline noted in the academic calendar. **All students eligible to graduate must complete an Application to Graduate regardless of whether they choose to participate in commencement.** The application is used to prepare the graduate's diploma. By submitting the form, a student initiates the process of verifying degree requirements and ensures that commencement information is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term. An Application to Graduate can be found at the following: <http://www.fgcu.edu/Registrar/files/ApplicationToGraduate.pdf>

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework needed for graduation prior to the application deadline. A student taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.

APPENDIX

Appendix A

College of Health Professions Florida Gulf Coast University

Request to Change Faculty Advisor

Name _____ UIN _____

Current CHP* Program: ___ B.S. Community Health ___ M.S. Health Science
 ___ B.S. Health Science ___ M.S. Nursing
 ___ B.S. Human Performance ___ M.S. Occupational Therapy
 ___ B.S. Nursing ___ M.S. Physical Therapy

Please indicate which State University System (SUS) graduation requirements have been met.

- ___ General Education Requirements
- ___ Gordon Rule (6A-10.30)
- ___ CLAST
- ___ Foreign Language

Term Admitted to CHP _____

Total Hrs. Completed in CHP Program _____

Expected Date Of Graduation _____

Please indicate your 1st and 2nd choice for faculty advisor.

1st _____

2nd _____

Reason for requesting change of advisor (optional):

_____ Student Signature _____ Date

_____	_____
Current Faculty Advisor	Date
_____	_____
New Faculty Advisor	Date

Appendix B



**College of Health Professions
Division of Health Sciences
Incomplete Grade Agreement Form**

Date: _____

Social Security #: _____

Student Name: _____

CRN: _____

Course Number & Title: _____

Semester/Term: _____ **Year:** _____

Course Faculty: _____

This document represents an agreement between the course instructor and student for successful completion of the course described above.

Terms for Completion: _____

Date for outstanding requirements listed above to be submitted: _____
(Date is at the discretion of the faculty, not to exceed one year.)

Student signature: _____ **Date:** _____

Faculty signature: _____ **Date:** _____