



**Section I Student Information**

Name Janice Chau APU ID# (required) 002501549  
 Phone ( ) \_\_\_\_\_ Email janice.m.chau@gmail.com Soc Sec # (opt.) \_\_\_\_\_  
 Address 301 Lola Avenue City Pasadena State CA Zip 91107  
 Term Spring Year 2015 Class # 13492 Instructor's Name Viv Grigg  
 Course ID TUL 640 Course Title Entrepreneurial and Organizational Leadership

Reason for not completing this course before the end of the semester:  
 1) Unestablished partnership with first local business; and beginning work with current local business 6 weeks into the semester 2) Consecutive local holidays in April 3) working at the pace and availability of the current local business

**Section II Instructor and Student Agreement**

An incomplete may be granted for a maximum of 12 weeks from the end of the semester or term.

1. Assignments or exams needed to complete this course:  
 a. Project 1.1-1.5  
 b. Project 3: reading log  
 c. \_\_\_\_\_  
 d. \_\_\_\_\_

2. Deadline for work to be completed is May /31 /2015.

3. If coursework is not completed by this date the grade will be changed to C.

**Section III Contract**

My signature below signifies my understanding that this is a binding contract. I agree to the terms outlined herein. If the items listed are not completed by the deadline specified (Section II, number 2) the course grade will automatically be changed to the grade specified (Section II, number 3).

Student Signature [Signature] Date 4-22-2015

**Section IV Faculty Approval**

Instructor's Signature [Signature] Date \_\_\_\_\_  
 Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied  
 Dean's Comments (if any) \_\_\_\_\_

**Section V Final Grade**

Final Grade \_\_\_\_\_ Coursework completed on \_\_\_\_\_  
 Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Use Only**

Incomplete grade entered on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Final grade entered on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_

Form can be submitted by Mail, Fax, or PDF to Email  
 Mailing Address: Azusa Pacific University, Graduate and Professional Center, P.O. Box 7000, Azusa, CA 91702  
 • Telephone: (626) 815-4570 • Fax: (626) 815-4545 • Email: [gradregistrar@apu.edu](mailto:gradregistrar@apu.edu)



**Section I Student Information**

Name Janice Chau APU ID# (required) 002501549  
Phone ( ) \_\_\_\_\_ Email janice.m.chau@gmail.com Soc Sec # (opt.) \_\_\_\_\_  
Address 301 Lola Avenue City Pasadena State CA Zip 91107  
Term Spring Year 2015 Class # 13959 Instructor's Name Viv Grigg  
Course ID TUL 670A Course Title Research/Thesis Project

Reason for not completing this course before the end of the semester:

**Section II Instructor and Student Agreement**

An incomplete may be granted for a maximum of 12 weeks from the end of the semester or term.

1. Assignments or exams needed to complete this course:
  - a. Project 4: Literature Review
  - b. Project 1: Design
  - c. Project 2: Agency
  - d. Project 3: Plan Project 5: Thesis Proposal
2. Deadline for work to be completed is May / 12 / 2015.
3. If coursework is not completed by this date the grade will be changed to C -.

**Section III Contract**

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Student Signature [Signature] Date 4.22.2015

**Section IV Faculty Approval**

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied  
Dean's Comments (if any) \_\_\_\_\_

**Section V Final Grade**

Final Grade \_\_\_\_\_ Coursework completed on \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Use Only**

Incomplete grade entered on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Final grade entered on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_

Form can be submitted by Mail, Fax, or PDF to Email  
Mailing Address: Azusa Pacific University, Graduate and Professional Center, P.O. Box 7000, Azusa, CA 91702  
• Telephone: (626) 815-4570 • Fax: (626) 815-4545 • Email: [gradregistrar@apu.edu](mailto:gradregistrar@apu.edu)