



## Incomplete Grade Contract

Instructor: \_\_\_\_\_ Student: \_\_\_\_\_

Course/Section: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_ Semester: \_\_\_\_\_

### POLICY:

An incomplete (I) is awarded when a student, for reasons beyond the student's control, is unable to finish the course and when the student would otherwise have had a passing grade. A student who receives an incomplete must arrange with the instructor to complete the course. The student and the instructor agree on a date for the student to complete the course. The completion date must be before the end of the next full semester (excluding summer semester) or the student may file for an extension. If the student does not complete the course by the completion date and does not file for an extension, the incomplete (I) will be changed to a failed (F) grade on the student's transcript.

Reason for requesting incomplete: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of unfinished work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date to be completed: \_\_\_\_\_

I have read the terms of the contract and agree to the requirements set forth by my instructor. I further understand that if I am receiving financial aid, veteran's or scholarship benefits, it is my responsibility to determine how this agreement affects my benefits.

Student's Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

I agree to supervise this student and be available for consultation while he/she finishes incomplete work. Upon satisfactory completion of the coursework, I will submit a Grade Change in writing to the Registrar's Office with the earned grade.

Instructor's Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

\*\*In lieu of a signature, an email with a statement of agreement included will be accepted.

Print and sign 3 copies and distribute to:

1. Registrar
2. Student
3. Instructor

Return this form to the Registrar's Office at the time an I grade is assigned in WebAdvisor prior to the grade due date.