



INCOMPLETE GRADE CONTRACT

(Please type or print)

ASSIGNING AN INCOMPLETE GRADE

- An incomplete grade may be given after the withdrawal deadline with a minimum of two-thirds of the course work completed with a passing grade.
- Incomplete grade **MAY NOT** be issued without the student's consent. Prior to assigning an incomplete grade ("I"), the instructor and student must complete this contract. **Re-enrollment in the course must NOT be a condition for completing the coursework.** When completed, return the signed contract to the Office of Admissions and Records.
- The conditions for removal of the "I" as well as the grade given, are determined by the instructor. This contract should state the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

INFORMATION FOR THE INSTRUCTOR

1. Fill-out the Incomplete Contract.
2. Obtain student signature or proof of agreement with the Contract
3. Submit assigned grade of "I" **plus the grade if the terms of the contract are not met** (e.g. I-B, I-C, I-D, etc.)
4. Once the terms of the contract have been completed, submit a **Request for Record Correction form** to the Office of Admissions and Records.
5. The allowed time to make up an incomplete grade is **two semesters** (not including summer), regardless of whether or not the student is enrolled for the semester(s).
6. The instructor may set a deadline earlier than the two semester limit. The instructor may refuse to accept work submitted after the agreed-upon deadline.
7. Students with extenuating circumstances may request the instructor extend the time limit. To extend the time limit beyond two semesters, the student must file a **Petition for Extension of an Incomplete** before the end of the two semesters limit. The extension grants one additional semester to complete the work.



SECTION A. Student Information

Last:	First:	Email:
Student ID:	College:	Phone:

SECTION B. Course Information

Term:	Year:	Class Code:
Dept & Course Number:	Class Title:	
Reason for the Incomplete:		

SECTION C. Conditions for completing unfinished work (to be filled out by instructor)

Final grade of will be assigned **if** the student does not meet the requirements for removal of the "Incomplete" grade.

Assignments/exams to be completed	Due Date(s)

Final deadline for completion of all coursework:

Comments(e.g. how work should be submitted, frequency of instructor-student meetings,etc.)

SECTION D. Instructor's Signature

Instructor's name:	Department:	Phone:
Instructor's signature:	Date:	

SECTION E. Student Signature

I have read the policy and procedures on this form. I understand that re-enrolling for the same course is NOT an acceptable way to "make up" an incomplete. To remove the incomplete grade I am requesting, I must make arrangements with the instructor, to complete the specified requirements outlined in this contract, by the agreed upon dates. If the required work is not completed within one academic year/two semesters(excluding summer) or I do not file *Petition for Extension of an Incomplete*, I will receive the grade indicated above by the instructor.

Student's name:	Email:	Phone:
Student's signature:	Date:	