

Incomplete Grade Contract

The grade "I" (incomplete) means that part of the regularly assigned work of the course remains undone and that course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An "I" grade shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed, and *at the discretion of the instructor*. **An "I" grade will NOT be granted if there has not been enough course work completed to determine if a passing grade is reasonable. Grades already earned in the class will NOT be replaced if an "I" is granted.** The student will not register for the course again, but will work directly with the instructor to complete remaining coursework.

Note: *You will not be allowed to enroll in any course in which this course is a prerequisite until all work has been completed and a final grade submitted.*

Student Name	Student Email	Student ID Number	
Instructor Name		Department	
Course Title	Course Number/Section	Semester	Year
A. Statement of reason(s) for requesting incomplete:			
B. Description of course work already completed and current course grade:			
C. Description of work to be completed to earn letter grade (ex. 90% on assignment 3 will result in grade "B", etc.):			
NOTICE: The work specified in Section B. must be completed and an appropriate grade change submitted by _____ or the "I" will be replaced by a grade of "E" per Senate Rule 5.1.3.2 . This date shall not exceed 12 months from the end of the term in which the "I" was awarded or prior to the student's graduation, whichever occurs first.			

Student Signature

Date

Instructor Signature

Date

**One copy of this form should be given to student, original should be filed with the college/department student affairs/records office*