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**Incomplete Grade Contract**

An incomplete “I” grade is given only when a course cannot be completed because of illness or other special conditions beyond the control of the student. Students who are unable to complete courses should contact their instructor regarding incomplete grades. At the instructor’s discretion, students may be granted an extension of time to complete assigned work if they are in good standing (have been making a passing grade) and enter into a contract with the instructor indicating what work must be completed and the time frame for completion. If granted, students receive an incomplete letter grade for the course, which is recorded as an “I” on the grade report and transcript. **IMPORTANT:** Check with the Dean/Director before initiating an incomplete grade contract.

**INSTRUCTORS:** All work for incomplete courses must be satisfactorily completed within eight calendar weeks. This form must be submitted to the Dean/Director for validation. The Dean/Director then submits the validated documentation to the Registrar. Once the work is complete or deadline has passed, the instructor must submit an updated copy of the contract with final grade. The “I” becomes an “F” or “U” at the end of the eight-week period if a change is not requested.

**Student’s Name:**   **Student ID #:**

|  |  |  |  |
| --- | --- | --- | --- |
| CRN # | Subject Code | Course # | Title |

Semester & Year: Fall Spring Summer

Brief rationale for assigning the “I” grade:

Brief specific explanation of the assignments that student must complete to fulfill the contract:

All work associated with this contract must be completed on or before the date that is agreed upon by the instructor and student. **Date to be completed by**:

If the work is not completed by the deadline above, the “I” grade will automatically be changed to an “F”. The student will then need to repeat the course and earn a passing grade.

I have read and understand the terms of this contract, as indicated by signature below:

Student’s Signature: Date:

Instructor’s Signature: Date:

Director or Dean’s Signature: Date:

**NOTE TO INSTRUCTOR:** Need to submit final copy of contract to Registrar’s Office indicating final grade:

Final Grade: Date: Instructor’s Signature:

**Registrar Action**: Student grade update: Date:

rev. 6.27.18