

INCOMPLETE GRADE CONTRACT

Instructors: All grades of (I) Incomplete must be accompanied with an Incomplete Grade Contract. Please complete this form and return it to the Registrar's Office. Please see the catalog for further information.

The grade of I (Incomplete) may be assigned when a student has met all of the following conditions:

- The student has attended class through the final withdrawal date in accordance with the course attendance policy. The last date of attendance should occur after the withdraw deadline.
- The student has completed the majority of possible coursework at the point in time and are in good standing having earned C- or better.
- When the instructor believes the student's inability to complete the course is due to legitimate causes beyond the student's reasonable control (such as an illness or traumatic event occurring after the final withdrawal date).

IMPORTANT: To Open and Fill out This Form Correctly, You Must Open and Save This Document in Adobe

STUDENT AND COURSE INFORMATION

Student Name: _____ ID#: _____

Semester: Fall 20____ Winter 20____ Spring 20____ Summer 20____

Course Number: _____ Credits: _____

Course Title: _____

Instructor: _____ Grade in course currently: _____

Reason for Incomplete Request: _____

TERMS OF INCOMPLETE CONTRACT

Coursework needed for course completion: _____

Completion Due Date: _____ Grade in course if the student completed no additional work _____

Signing this document is an acknowledgement by the student and instructor that they understand and agree to the terms of resolving the incomplete grade.

Signature: _____ Phone #: _____ Date: _____

STUDENT

Signature: _____ Date: _____

INSTRUCTOR

Signature: _____ Date: _____

AVP/Director of Advising

Approved by: _____ Date: _____

REGISTRAR