

## INCOMPLETE GRADE CONTRACT FORM

The Incomplete (I) grade is issued only to a student whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances beyond the student's control, has been unable to complete a portion of the coursework. In no case should the grade of "I" be recorded for a student who has not completed a majority of the work in the course. Students must request the grade of Incomplete (I) from faculty; it is not guaranteed.

- The Incomplete Grade Contact Form must be submitted on or before the university grade submission deadline.
- It is the student's responsibility to submit final work completed to the faculty based on remaining requirements outlined in this contract by the due date. If student is not enrolled in the proceeding semester, they are still responsible for the work due to the faculty by the deadline.
- If the remaining work for the course as defined in the contract is not completed as agreed in the contract, the grade will automatically convert to an "IC" (Incomplete Charged) or a "NC" (No Credit) grade, depending on the grade type selected for the course. The value of an "IC" grade is equivalent to an "F" grade and is calculated as such in the GPA calculation.
- It is the responsibility of the faculty to submit a final grade promptly to the Office of the Registrar when the student complies with the conditions of the Incomplete Grade Contract.
- Students are not permitted to re-register for the course.
- If a student is a candidate for graduation, an "I" grade will delay the processing of the student's conferral of degree.

Part I: Student Information (completed by student)						
		0. 1. 110				
		Student ID:				
, •		Major:				
Faculty Name:						
Reason for the Incomplete (attach supporting documentation):						
Det II. Describing Community (completeller (configuration))						
Part II: Remaining Course Requirements (completed by faculty only)  Provide specific details of the course work that student must finish completing in order to satisfy requirements for this course: (attach syllabus and/or						
student's moodle grade book to demonstrate progress in the course.)						
Percentage of course completed: %						
Requirements of this Contract is due to faculty: Month: Date: Year:						
Grade changes are due to the Registrar's Office by the 6 <sup>th</sup> week of the proceeding semester. Check the Academic Calendar for the published due date.						
Part III: Agreement (completed by faculty a						
I have read the above and understand that if the remaining course requirements are not met, the incomplete grade will lapse and a						
grade a of "IC" or "NC" will be processed.						
Student Signature:		Date:				
· ·						
Faculty Signature:		Date:				
		Office of the Registrar:				

Date:

"I" Grade Entered By:\_\_\_



## FOR FACULTY USE ONLY GRADE CHANGE FROM AN INCOMPLETE GRADE

Student Name:		Student ID:				
Course	<u>.                                    </u>	Grade Change for Semester:	□ Fall_			
Checklis	t:					
1. 2. 3.	Course requirements were completed and received on this date:  At the time of the Incomplete, the student was earning the following grade ( % of course)  In the calculation of completed course requirements, student has earned the following grade below:					
FINAL GRADE ASSIGNED:						
	Grade Date					
Faculty Signature						
OFFICE	USE ONLY					
Process	ange of grade is processed, run Special GPA (if beyond fully graded date). If change of graerm, then inform appropriate administrative ass	de results in Dean's or President's Li	ist, confirm s	student has no "NC" grades		
Offic	ce of the Registrar					
Grade	e Change Entered By:	Date:				
DISTRIB	UTION:					

Original to Office of the Registrar

Copy to Student Copy to Instructor

Revised 12/12