

# INCOMPLETE GRADE CONTRACT

**NAME**

(Please Print)

Last

First

Middle

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Student ID Number

Program / Graduation Month and Year\*\*

Date of Request

**COURSE CODE / SUBJECT**

**SEMESTER**

**INSTRUCTOR NAME**

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**REASON FOR INCOMPLETE GRADE REQUEST** (to be completed by Student)

**GUIDELINES AND EXPECTATIONS FOR THE COMPLETION OF COURSEWORK** (to be completed by Instructor)

**DEADLINE FOR SUBMITTING COMPLETED WORK** \_\_\_\_\_

*Work must be submitted no later than four weeks after the start of the subsequent semester.*

*\*\*It is recommended that students scheduled to graduate in the current semester be required to submit completed work **before** the first day of classes of the subsequent semester. Any student who is not registered for classes during an active semester will have their program status ended.*

I (student) \_\_\_\_\_ do agree to abide by the guidelines outlined above, and understand that extra time has been afforded me due to extenuating circumstances. I understand that the Faculty of Record listed here has the sole authority to change my grade, and that should I fail to submit my work for review by the date above, my grade will automatically change from INC to NC or F. I understand that if I fail to complete the work for a prerequisite, I will be dis-enrolled from any post-requisite courses and this may impact my credit load, financial aid, and anticipated graduation date.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INSTRUCTOR SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>REGISTRAR USE</b>
PROCESS DATE _____
INITIAL _____

RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE.

# INCOMPLETE GRADE POLICIES

A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student can not, due to extenuating circumstances, complete the course obligations by the end of the semester.

Careful consideration must be given by the faculty to allow one student more time, than all of the other students in a course, to complete the required work.

- Student must petition the faculty member for an Incomplete. They would fill out the student fields on the Incomplete Grade Contract and present it to their Faculty, with supporting documentation (if necessary).
- The Faculty will complete the faculty fields of the form. The completed form will act as a contract between the Student and the Faculty governing the completion of the coursework.
- Students should have completed a majority amount of coursework to be considered for an Incomplete.
- For a student who successfully petitions their faculty for an Incomplete, the Faculty will not mark a student with a grade. **The Registrar's Office will mark the INC designation once it receives a completed Incomplete Grade Contract from the Faculty.**
- All incomplete work should be **completed no later than four weeks after the start of the subsequent semester.**
- Only in extreme cases may the deadline be extended.
- Faculty must complete a Change of Grade form to change the designation from an INC to either a passing grade or an NC/F.
- If a student who receives an Incomplete in a prerequisite is unable to finish their work in the allotted time, they will be dis-enrolled from any current post-requisites.