

# Incomplete Grade Contract

An incomplete grade contract may be utilized when a student cannot complete the required coursework by the close of a semester for reasons beyond their control. The terms of the contract must be agreed upon by the instructor and the student. Students must have completed 50% of the required coursework to be eligible. A student will have up to 90 days after the last day of the course to complete the terms of the incomplete grade contract.

- Instructor must submit the completed, original contract to the Director of Admissions and Registrar.
- Upon approval, an (I) grade will be entered on the student's record based on contract.
- At contract end date, a Grade Change Request must be submitted by the instructor to the Director of Admissions and Registrar.
- If course requirements are not met by the deadline, the (I) grade will be changed according to the contract. Students receiving Veterans' benefits who receive an (I) grade may have up to one year to complete the course without repaying the VA for the class.
- The instructor certifies that the outcomes resulting from completion of this contract are equivalent to that of the original course.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course Code/Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester:     Summer     Fall     Spring    20 \_\_\_\_\_

Rationale for request: \_\_\_\_\_

Student and instructor agree the following coursework will be completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade to date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Weight of incomplete work: \_\_\_\_\_ Final grade if work not completed: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE:  
 Noted in Student File     Entered on Calendar     Scanned     Copy to Instructor     Date & Initials \_\_\_\_\_

