

Incomplete Grade Contract

An incomplete grade may be recorded to indicate that the requirements of a course have been substantially completed, but for a legitimate reason, a small fraction of the work remains to be completed; and the record of the student in the course justifies the expectations that he or she will obtain a passing grade upon completion. The instructor who gives an incomplete grade should know the reason for non-completion of the work, in order to ascertain the legitimacy of that reason.

A student's failure to attend classes and complete work on time is not considered justification for an incomplete grade. Only extenuating circumstances which are beyond the student's control may be considered legitimate. The responsibility is on the student to come forth with the request for an incomplete grade prior to the posting of the final grade.

Completion of this form is not required. However, it is recommended as it will serve as a documented agreement between student and faculty member as to the remaining requirements that must be satisfied. Copies should be made for the instructor, student, and divisional administrative assistant.

Student's Name: _____

Student's EMPLID: _____

Course: _____

Term: _____

Grade earned to-date: _____

Maximum grade possible: _____

Reason for incomplete:

Date that work to be completed by: _____

Note that the above date may be earlier than the University deadline (twelve months), but may not exceed it.

Work to be completed:

Signature of Student/Date

Signature of Instructor/Date