



INCOMPLETE GRADE CONTRACT

The grades of "I," and "NM" (which indicate incomplete coursework) are given when a student has been unable to complete the required course requirements by the end of the semester, for reasons of illness or for other good reasons. The College's Incomplete grade policy states that students will have until the mid-semester date of the following semester to complete requirements for any course in which an Incomplete grade is given, unless a written agreement signed by the student, the Instructor and the Dean and filed in the appropriate Dean's Office by the end of the current exam period stipulates an abbreviated timeframe. After the deadline, any remaining Incomplete grades will be recorded as "NF" which will earn 0.00 quality points per credit hour in the GPA (the same as "F"). After this time, an "NF" can be changed to another (standard) grade only at the request of the Instructor and with the approval of the Committee on Academic Status.

SUBMISSION DEADLINE: This contract should be completed and signed by the end of the final exam period of the semester in question. Once the student and professor agree to the terms of the contract, the student must schedule an in-person meeting with his/her class dean for final review. Both the student and instructor should each retain copies.

For completion by the student:

STUDENT: _____ CELL PHONE#: _____

BANNER ID: _____ SEMESTER/YEAR: _____

Please check all that apply: Athlete International Student Merit-Based Scholar ROTC

COURSE NUMBER, TITLE, & CRN: _____
Ex. PHL 202; General Ethics; 2046

PRINT COURSE INSTRUCTOR NAME: _____

For completion by the instructor:

Please state the reason for issuing an Incomplete Grade: _____

Specifically describe the course requirements/deadlines yet to be completed: _____

Please state the deadline (month/day) for the submission of final course work to you: _____

This deadline should be appropriate to allow completion of the outstanding work, but cannot be later than the college's standard deadline, found on the academic calendar (mid-semester of the following semester). Instructors have one week beyond the mid-semester date to evaluate the final course work and submit a final grade on a grade change form found in the Dean's Office (Harkins 213) or Enrollment Services (Harkins 310).

Students are responsible to understand that incomplete grades have implications on athletic eligibility, student visa status, and financial aid. I understand and agree to the terms of this contract.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Academic Class Dean Signature: _____ Date: _____