



# INCOMPLETE GRADE CONTRACT

The grades of "I" and "NM" (which indicate incomplete coursework) are given when a student has been unable to complete 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 Student Success Center (SSC) stipulates an abbreviated timeframe. After the deadline, any remaining Incomplete grade 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 an advisor in the SSC 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 allow adequate time for 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. Grade changes must first be approved by the school in which the course is offered.*

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_