

Contract for Completion of Requirements to Replace an I (Incomplete) Grade

The guidelines for an instructor assigning an I (Incomplete) Grade are:

- Incomplete grades should be given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. In these cases, the Last Attend Date will be required and should be set to the last day of the class.
- Students cannot graduate with an unresolved Incomplete (I) grade on their record.
- NOTE: The Incomplete grade will lapse to an F unless the completed grade is received within one (1) year.

Based on these guidelines, please complete the following information and then sign and date. ***The instructor should retain the original copy of this contract and one copy should go to the student.*** In addition, one copy should go to the Division Chair for the course in which the student is receiving the Incomplete grade and one copy should go to the Academics Affairs office.

Course Number (include CRN): _____ **Semester:** _____
(i.e. Math 120, S. 501, 49216)

Reason for assigning the I grade (completed by Student). Please attach documentation as appropriate:

Specific requirements, with deadlines, student will need to meet in order for the I grade to be replaced (completed by Instructor). Note: Though the Incomplete grade will lapse to an F if no grade change is submitted within one year, an instructor may still assign a non-passing grade if agreed upon requirements are not met by the listed deadline(s).

I, _____ understand that I should ***not*** re-enroll in the above course in order to remove
Student's printed name
the Incomplete grade, and that I must complete the listed requirements above by _____ (date) in order for
the Incomplete grade to be changed.

I understand that if I do not complete these requirements by the specified deadlines, the Incomplete grade may be changed to the grade I would have received at the date of last academic activity for this course.

Student Signature/Date

Instructor Signature/Date