**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.

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Student Signature/Date Instructor Signature/Date