

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

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

- Incomplete grades should be given only when circumstances beyond a 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.

Please note that:

- Students cannot graduate with an unresolved Incomplete (I) grade on their record.
- The Incomplete grade will lapse to an F unless the completed grade is received within one (1) calendar year from the last official date of the course.

Both instructor and student have to complete this form, sign, and date. The instructor shall retain the original copy of this contract and shall give one copy each to the following parties:

- the student
- the Division Chair for the course in which the student is receiving the Incomplete grade
- the Dean of Academic Affairs
- the Unit Administrator of the Office of Academic Office, who will file this form under the instructor

**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).** Though the Incomplete grade will lapse to an F if no grade change is submitted by the end of one calendar year, the instructor may assign a non-passing grade if agreed upon requirements are not met by the listed deadline(s). Once the grade is changed in Banner, the instructor shall notify all parties mentioned above, so to officially close the case. If the instructor is not returning to UNM-Valencia after the semester ends, the instructor must notify the student and all parties concerned on the submission of make-up work and the grade change process.

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

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Instructor Signature/Date

Student Name (please print)

Instructor Name (please print)