

General Incomplete Grade Contract

The grade "I" (incomplete) means that part of the regularly assigned work of the course remains undone during the allotted course time, usually due to circumstances beyond the student's control. An "I" grade shall be conferred only when there is a reasonable possibility that a passing grade will result when the remaining work for the course is completed. Students will work directly with the instructor to complete the remaining coursework.

The grade of "I" must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the "I" grade was awarded or prior to the student's graduation, whichever comes first. Instructors may provide less than 12 months for all work to be completed and may request an extension for up to an additional 12 months.

A graduate who has an "I" grade on their academic record at the time of graduation (which was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the academic term in which the course was taken to satisfactorily complete the course and receive a grade change.

Student's name:

Student's email address:

Student's ID number:

Instructor's name:

Instructor's email address:

Course number & section:

Semester:

Year:

Description of completed course work and grade earned on each component:

Description of work to be completed to earn a final letter grade and the dates due for each assignment:

Date by which all work must be completed:

Student's signature:

Instructor of Record's signature:

One copy of this form should be given to the student, and one copy should be provided to the department chair.

If the Instructor of Record is not available, the department chair or dean of the college in which the course is offered may complete a grade assignment form to extend the allowable period for up to 12 months.