

INCOMPLETE CONTRACT (I)

A student may initiate a request for an incomplete grade because of failure to meet an important requirement of the course but has in other respects done passing work for the semester. Assignment of the incomplete grade is at the discretion of the instructor. The following criteria must be met before an incomplete grade will be assigned:

1. The student has attended a majority of course meetings and completed a majority of the coursework requirements.
2. The student must be passing the course at the time of the incomplete request.
3. All remaining work must be completed by a mutually agreed upon date by the student and the instructor. Completion of course requirements must occur by the end of the following semester unless the instructor sets a shorter time limit. Note: For courses in spring semester, the following semester is fall.
4. Incomplete grades are not intended to allow students to attend a course during a future semester without re-enrolling. However, the instructor may require the student to attend the same course in subsequent term in order to complete the "important requirements of the course that need to be completed to determine the final assigned grade." A student completing an incomplete should not re-register for the same class.
5. Incomplete work must be completed by the date indicated below. If the remaining work is not completed by the due date, the Incomplete (I) grade will revert to the grade of F or NC dependent on grading method chosen by student at registration.

Instructions: If the instructor and student agree that an Incomplete is appropriate, they should complete the Incomplete Contract to document the reason, the requirement for resolving it, and the date by which it must be resolved, not to exceed one semester. The instructor should provide the student with a copy of the Incomplete Contract. If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the Incomplete by communication directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor should submit a copy to the Department Chair for their records. The instructor also needs to enter the Incomplete (I) electronically as part of the end of the term final grade submission.

Student Name: _____ Student ID: _____

Course ID _____ Dept _____ Course/Sec # _____ Term _____ Instructor _____

Work Remaining: _____

Reason for Incomplete: _____

Instructor Section

Incomplete coursework must be completed by _____ (specific date).

Comments: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____