

**Contract for Grade of Incomplete (“I”)**

An Incomplete Grade (“I”) is exceptional and granted at the sole discretion of the course instructor only when students are unable to complete course requirements due to illness or other circumstances beyond their control. A grade of Incomplete (“I) may be assigned to a course when, 1.) the instructor agrees that the student has a legitimate reason to request the incomplete grade, 2.) the majority of the completed work has been successfully completed at the time of request, and 3.) the student has the ability to complete the required coursework within the designated time frame.

The student and instructor should consider the following issues ***before*** requesting/granting an Incomplete:

* The student has one semester *or* the date specified by the instructor to complete all required coursework.
* If the student successfully completes the required coursework within the designated timeframe, the instructor will submit a grade change form to the program dean to replace the “Incomplete” grade for the appropriate grade earned.
* The student and instructor must complete a formal agreement stipulating all work to be completed and the deadline for such completion *(See Section A and B attached).*
* If a Graduate student does not complete the required coursework within the designated time frame, a term grade of “I” will permanently be changed to the grade the student had attained at the end of the first semester when the “I” was issued.
* It is the student’s responsibility to request the Incomplete in a timely fashion, so that the instructor can evaluate the circumstances *before* grades are due to the Registrar.
* A grade of Incomplete could affect a student’s financial aid package. Students should speak with the Student Financial Services Office regarding implications of requesting an Incomplete.
* The student and instructor must be available and responsive to questions about requirements to be completed.
* Instructors are not obligated to provide an “I” grade regardless of the amount of work that needs to be completed.

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**Section A:**

To be completed by the **student**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Name of Instructor** | **Semester** |
|  |  |  |  |
| **Student First Name:** | **Student Last Name:** | **Date of Request:** | |
|  |  |  | |
| **Student ID #:** | **Major:** |  | |
| **Justification/Reason for Request:** | | | |

**Section B**

To be completed by the **instructor**:

|  |  |
| --- | --- |
| **Instructor Name:** | **Date:** |
| **Name of Student Granted Incomplete:** |  |
| **Required course work to be completed: *(Provide specific details below)*** | |
| **Deadline date for all course work to be completed:** | **Deadline for grade change submission:** |

*Signing this contract is an acknowledgement by the student and instructor that both parties understand and agree to all terms for resolving the incomplete grade.*

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the completed work to-date, the student’s grade is \_\_\_\_\_\_\_\_. This represents \_\_\_\_\_\_\_% of the final grade.

See incomplete grade policy description listed in the University Graduate Catalog.

**Origina**l (Registrar) **Signed Copy** (Instructor and Student)   
  
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