

Incomplete Grade Contract Form

This form along with supporting documentation is submitted to the appropriate School Dean.

_____ First Name	_____ Last Name	_____ LoLA Number
_____ CRN Number	_____ Course Prefix	_____ Course Number
_____ Campus	_____ Major	_____ Semester

Per the Incomplete Grade Policy, an “I” grade the following criteria must be met:

- The student must request the "I" grade on or after the College withdraw date and prior to the final examination (or other concluding work for a course that does not offer a final exam).
- The student has satisfactory coursework within the course.
- A final grade has not been awarded for the course.
- The instructor must approve the request and complete an Incomplete Grade Contract Form with the student.
- Instructors must submit a Change of Grade Form to the Registrar to convert “I” grades to a final grade.

Deadline for Completion of Coursework Date: _____

- The student must provide documentation of the exceptional circumstances preventing completion.
- The instructor must provide a list of remaining assignments, exams, or coursework needed for completion.
- Failure to complete the work by the agreed upon date will result in the “I” grade being changed to a grade of “F”.
- Student Signatures may be waived in cases where the student provides documentation that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an “I” contract. Under these circumstances, write “waived” on the student signature line below.

Request for Incomplete Grade Extension Date: _____

School Dean Initials

Student Signature

Date

Faculty Signature

Date

School Dean

Date