



Contractual Agreement for Incomplete "I" Grade

Student Name: _____

Student ID # (LoLA): _____ Site: _____

Program/Degree Plan: _____ Student Phone: _____

Student Email: _____

Semester to apply "I" Grade to: Fall ___ Spring ___ Summer ___ Year _____

INCOMPLETE GRADES

"I" Grade—Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An "I" shall be awarded only when there is a reasonable possibility that a passing grade will result from completion of the work. The "I" grade has no value in computing the grade point average, but is counted in hours attempted. **Students do not re-enroll or pay tuition to complete coursework associated with the "I" grade.**

- Instructors must submit a Change of Grade form to the Registrar's Office to convert "I" grades.
- An "I" grade will be converted to an "F" if students do not complete all coursework by October 1st / March 1st of the next semester.

INCOMPLETE GRADE CONTRACT

CRN _____ Title _____ Section _____ Credits _____

Faculty Name _____

Deadline Date for Completion of Course Work if earlier than dates in top box: _____

- 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 line below.

Student Signature

Date

Instructor's Signature

Date

Dean or Department Chair Signature

Date

RECORDED: _____
Registrar's Office

Date

Extension Deadline: Date: _____ Dean Signature: _____