This original form with all signatures must be submitted to the Registrar’s Office by 10:00 am on the last day to submit final grades for the term which the incomplete grade is being requested. Copies of this contract should be made and given to the instructor, student and Department Chair.

Student’s Name (Last, First) ____________________________________________

Student’s G# __________________________________________________________

Term: ☐ Fall ☐ Spring ☐ Summer          Year: 20 _________

CRN: _____________ Course Subject/Number: ______________________________

Course Title: __________________________________________________________

Instructor’s Name (Last, First) __________________________________________

Grade for coursework already completed: ______

Students may not receive an Incomplete unless receiving a passing grade.

Reason for requesting incomplete grade (documentation may be attached):

List items which must be submitted in order to complete outstanding course requirements:

Agreed date to complete assignment(s) for full letter grade: ______/_____/_____ Deadline Date ______/_____/_____ (may not extend past the current semester’s Incomplete Grade Due Date)

Student’s Signature ______/_____/______ Date __________/_____/______

Instructor’s Signature ______/_____/______ Date __________/_____/______

Department Chair Signature ______/_____/______ Date __________/_____/______

Incomplete Grade Policy
Under certain circumstances during the final grading process, an Incomplete Grade Contract may be completed, approved and signed by the instructor, student and Department Chair. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student’s control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied and the student is receiving a passing grade in said coursework. Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an “F.” Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the “F” (see Grade Change policy).

The Incomplete Grade Contract with all signatures must be submitted to the Registrar’s Office by the last day to submit final grades for the term which the incomplete grade is being requested. No Incomplete Grade Contracts will be accepted after this date. Copies of the contract should be made and given to the instructor, student and Department Chair.