



Incomplete Grade Contract

Student Name: _____ Student ID: _____

Course Information:

Course Reference Number (e.g. 12345) _____

Course Prefix/Number (e.g. ENGL 1101) _____

Course Title _____

Term/Year Course Taken Summer 20____ Fall 20____ Spring 20____

Instructor Name (please print) _____

Is student doing satisfactory work at time incomplete is requested? _____

Reason for Incomplete _____

Provide summary of plan to complete course work. Include deadlines if possible. _____

Date Incomplete to be resolved _____

Signatures:

Student _____ Date _____

Instructor _____ Date _____

Dean _____ Date _____

VP for Academic and Student Affairs _____ Date _____

Registrar's Office _____ Date _____

The "I" symbol is approved for use in the case indicated but will not be included in the determination of the grade point average.

I – The student is doing satisfactory work but for nonacademic reasons beyond his/her control was unable to complete the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Registrar will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F".