



**SGSC**  
 South Georgia State College

**Office of the Registrar**  
 100 West College Park Drive • Douglas, Georgia 31533  
 912-260-4406 • 1-800-342-6364 (Toll Free in GA)  
 912-260-4455 (fax)  
 email: registrar@sgsc.edu  
 Engram Hall

## Incomplete Grade Contract

**Student Information:**

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

**Course Information:**

Term/Year     Summer 20\_\_\_\_     Fall 20\_\_\_\_     Spring 20\_\_\_\_

CRN (Course Ref #) \_\_\_\_\_ Course Prefix/Number (e.g. ENGL 1101) \_\_\_\_\_

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".*