



# Incomplete Grade Contract

Student name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

### Process to receive an "Incomplete" grade:

1. Student completes the rationale portion of this form, in conversation with the professor.
2. Professor enters a completion plan, due date, and the grade to be given if student does not complete this contract by the due date, then signs the form, signifying approval.
3. Student takes completed, signed contract to the Academic Dean's office in AD 14.
4. Academic Dean reviews the petition and, if approved, submits to the Registrar by last class day of the current term.
5. Registrar's office scans and emails copies of the approved contract to student and professor.

### A. Course information

Course ID \_\_\_\_\_ Course Title \_\_\_\_\_

Professor \_\_\_\_\_ Year \_\_\_\_\_ Term \_\_\_\_\_

### B. Rationale for an "Incomplete" grade *(completed by student)*

Describe the illness, accident, or other unusual hardship beyond the student's control which justifies receipt of an "Incomplete" grade for this course.

### C. Completion plan *(completed by professor)*

List of assignments to be completed.

Final due date \_\_\_\_\_ *(at discretion of professor)*

<u>Last date</u> to report new grade:	Fall semester "Incomplete"	<i>End of following Spring semester</i>
	Spring semester/May term "Incomplete"	<i>Beginning of following Fall semester</i>
	Summer term "Incomplete"	<i>End of following Fall semester</i>

Grade to be entered at due date if contract is not completed \_\_\_\_\_

### D. Signatures of approval

_____ date _____	_____ date _____
(student)	(professor)

_____ date _____	_____ date _____
(academic dean)	(registrar)

Registrar processing date \_\_\_\_\_