



_____	_____
Student's Name (please print)	Student ID Number
_____	_____
Faculty Member's Name (please print)	Department
_____	_____
Course Title	Course # & Section      Semester      Year

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this contract and to send it to the Registrar's Office (ideally with the student's signature). The Registrar's Office must receive it no later than 30 days after the deadline for final grade submission for the term in question. If no contract is submitted within 30 days of the final grade deadline the "I" grade will be replaced with an "F". Students will NOT be allowed to hand deliver incomplete contracts to the Registrar's Office.
- Upon receipt, the Registrar's Office will provide copies of the contract to the student and College Dean.

**Outstanding Course Assignments that Need Completion:** (please provide specific details below, attach additional sheets if necessary)

All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

**Special Note Regarding Graduation Eligibility & Incomplete Grades:** A degree cannot be awarded to a student with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes ("I") will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration. Students with an unresolved in-progress grade (IP) will be given the choice of accepting an "NC" for the course or being deferred to the next term for graduation consideration

\_\_\_\_\_  
Instructor Signature (Required)      Date

\_\_\_\_\_  
Students Signature (Recommended)      Date

**Student Note:** Upon receipt of this document, if you decide to decline this offer of an incomplete and would rather receive your earned grade, please signify that decision on this form and return it to the Registrar's Office within 10 business days.

[  ] I do **not** wish to be awarded an incomplete grade for this course. \_\_\_\_\_  
Student Signature (Required)      Date