



INCOMPLETE GRADE CONTRACT

INSTRUCTIONS: This form must be completed prior to submitting an Incomplete Grade ("I") for a student. Please type or print *legibly*. Completed forms, including all signatures, should be submitted to your school Dean's Office.

COURSE INFORMATION											
Course CRN#		Course Prefix		Course Number		Semester	<input type="checkbox"/> Fall	<input type="checkbox"/> Winterterm	Year		
							<input type="checkbox"/> Spring	<input type="checkbox"/> Summer			
Instructor Name				Department							

INCOMPLETE GRADE INFORMATION									
In order to award a grade of "I", <u>ALL</u> of the following items must be checked-off with the specifics written in the spaces provided below.									
<input type="checkbox"/>	There are extenuating circumstances. <i>(NOTE: Unexcused absence from the final exam and/or failure to turn in a final project or paper are NOT extenuating circumstances)</i>								
Description:									
<input type="checkbox"/>	There is an expectation, that upon completion of the course requirements, the student will pass the course. <i>(NOTE: Awarding an "I" in order to postpone an exam or project for a student who is failing the course is NOT acceptable.)</i>								
The expected grade is: _____									
<input type="checkbox"/>	The student has completed at least 80% of the coursework at satisfactory level and must complete the following course requirements.								
Requirements:									
<i>IMPORTANT:</i> Incomplete work must be made up within <i>two weeks</i> after the first day of classes in the subsequent semester unless alternative arrangements are made. Alternative arrangements (a shorter or longer time frame) require <i>prior approval</i> of the School Dean and must be agreed upon by both the instructor and student.									
<input type="checkbox"/>	Alternative arrangements are needed.								
Description of Arrangements:									
<i>Student Acceptance of Alternate Arrangements</i>									
Student Signature						Date			
<i>Alternative Arrangement Pre-Approval</i>									
Dean Signature						Date			

SIGNATURES			
Instructor Signature		Date	
Department Chair/ Program Director Signature		Date	