



INCOMPLETE GRADE CONTRACT

The mark "I" (Incomplete) is given only at the end of a semester in which course work has not been completed because of illness or other circumstances beyond the control of the student. The mark of I must be removed no later than the end of the eighth week of the next semester or it automatically becomes an F or NC (No Credit). An Incomplete makes a student ineligible for Dean's List.

For completion by the student:

ID: _____ Name: _____ Semester/Yr: _____

Course Prefix/Number: _____

For completion by the instructor:

Instructor Name: _____

Please state the reason for issuing an Incomplete Grade:

Specifically list the requirements left to be completed:

- 1. _____
- 2. _____
- 3. _____

Student's Grade at this time: _____

Student's Grade if requirements are not completed: _____

*Grade of F will be given if this field is left blank.

State the deadline (month/day) for the submission of final work to instructor: _____

Student Signature

Date

Instructor Signature

Date