

INCOMPLETE GRADE CONTRACT

Student Name & ID#: _____

Course Number and Name: _____

Faculty Member Name: _____

An incomplete (I) grade is being given for the course listed above. The following requirements remain to be completed:

- 1.
- 2.
- 3.

The student must complete all the requirements and submit them to the faculty member by _____.

It is up to the faculty member to determine the length of time the student has to complete the requirements. A maximum of 60 days is allowed from the date the incomplete is given

If the student does not complete the requirements by the date above, his/her grade will be a(n): _____.

Student Signature & Date: _____

Faculty Member Signature & Date: _____

Department Chair Signature & Date: _____
(if faculty member is department chair, Dean of the college signature required)

This form must be filed in the registrar's office along with the grade transmittal sheet or the incomplete grade will not be given!