

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: _____

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

Revised 6/26/09