



OFFICE OF THE REGISTRAR

Incomplete Contract Form

This form is to be completed by the instructor issuing the 'I' grade, and filed in the department with a copy to the student and the Office of the Registrar.

Student Name (First, Middle, Last) _____ Student ID# _____

Program _____ Class Year _____

Subject _____ Course Number _____

Title _____ Credit Hours _____

The student must complete (and submit) the following coursework by _____

The following work should be completed for replacement of the incomplete. If appropriate, exams to be taken and specific information for grading should be attached to the department copy.

Describe how the final grade should be determined after the required coursework has been completed and graded.

The grade of 'I' can only be replaced by completing the requirements listed above. The grade of 'I' may be awarded only at the end of the course, when all but a minor portion of the coursework has been satisfactorily completed. The grade of 'I' is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than 'I' must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the course. After the course work is completed, the appropriate grade will be submitted to the Office of the Registrar on the grade change form for processing.

Note to Student: The student must NOT enroll again in this course to remove the 'I' grade (i.e. re-enrolling in a clinical course to complete requirements of a course taken in a previous term).

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Dean Signature _____ Date _____