

Contract for Awarding and Completing an Incomplete (I)

Guidelines

- The student must initiate the procedure of requesting the “I” from the instructor.
- The grade of “I” is given for exceptional circumstances only.
- The student must have completed qualitatively satisfactory work in the course up to the point the “I” is requested.
- All work must be completed no later than the last day of finals during the next regular semester (Fall and Spring), or as designated by instructor.
- A grade of “F” will automatically be awarded if these conditions are not met.
- Students should NOT register for the same course in the following semester.
- The student will not be allowed to graduate until the “I” is complete.

For Instructor:

I have discussed these guidelines with the student. Based on the student’s explanation in accordance with these guidelines, I Approve/Deny (circle one) the awarding of an “I”.

Course Name and Number: _____ Semester: _____

Reasons for Approval/Denial (attach any relevant documentation):

List the specifics of what the student must do to complete the course and earn a grade:

Assignment/Test/Other (describe)	Due Date

Instructor Name (print) Signature Date
You may contact me at: _____

I have read and understand these conditions.

Student Name (print) Signature Date

(make 2 copies- original to file, copy to student, copy to faculty)