



# INCOMPLETE GRADE CONTRACT

Please note: Incomplete courses may impact your percentage of credits earned for [Federal Satisfactory Academic Progress](#) and may change your federal student loan eligibility for the following semester. Please contact your Financial Aid Advisor to discuss your incomplete course and the possible impact on your financial aid.

## Criteria for an Incomplete grade

Student requests for an Incomplete will only be considered if the student has:

- Completed at least 50% of course work,
- A current passing grade in the course.
- The ability to complete the work without attending additional classes.
- A well-defined plan at the time of the request.

Incomplete contracts must be emailed to the course instructor **PRIOR** to the last day of class. An incomplete grade must be resolved by the agreed upon contract timelines, but no later than the default incomplete contract timelines.

Student Name \_\_\_\_\_ ID No. \_\_\_\_\_

Course No./Title \_\_\_\_\_

Semester/Year \_\_\_\_\_ Date \_\_\_\_\_

1. As a student in this course, I wish to receive an "I" grade because:

2. Analysis of incomplete grade (to be written by professor).

A. The following work must be finished to constitute completion of course:

B. The final date for completion of the course is: \_\_\_\_\_

## Contract Default Timelines

- **Sub-Term (less than 6 weeks)** Incomplete grades must be replaced by a final grade by no more than the length of the accelerated sub-term in which the incomplete grade was granted.
- **Sub-Term (greater than 5 weeks, but less than 14 weeks)** Incomplete grades must be replaced by a final grade by no more than the length of the accelerated sub-term in which the incomplete grade was granted.
- **Semester (14 – 16 weeks)** Incomplete grades must be replaced by a final grade by no more than the following:  
Fall Incomplete Deadline: March 1<sup>st</sup> ; Spring Incomplete Deadline: August 1<sup>st</sup> ; Summer Incomplete Deadline: November 1<sup>st</sup>

SIGNATURES: \_\_\_\_\_  
Student Course Instructor

**Note: The student will complete his/her part of this form and submit it to the professor, who must return original to the Office of Registration and Records. Instructor and student should retain a copy.**