



INCOMPLETE GRADE CONTRACT "I"

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.

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: _____

**(April 1 for Incomplete grades received for the Fall and/or Winter;
October 1 for those received in the Spring and/or Summer)**

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.

Registration and Records

Instructor

Student