



INCOMPLETE GRADE CONTRACT

Term: Fall 20 ____ Spring 20 ____ Summer 20 ____

The grade of "I" shall be recorded for a student only in cases of extraordinary circumstances. This entry is used only in such cases where the instructor and his/her Department Chair have concurred that the incomplete grade is justified. ***The incomplete work must be submitted by the deadline required by the instructor of the course.*** In all cases, the "I" must be completed before registering for the next sequential course. The instructor must provide the original contract to the Office of the Registrar, which specifies what the student must accomplish in order to replace the "I" grade with an A, B, C, D, F, S, U, or P. **If the items specified below are NOT accomplished within the prescribed time limit, the course grade will automatically be converted to an F.**

Today's Date: _____

From: _____
Instructor (please print)

Program: _____ Instructor's Signature: _____

Student name: _____ WID: _____

Course number and Section: _____

The student will need continued access to the corresponding Canvas section:

Yes No

Completion Date: _____
Month/Date/Year

A grade of "I" has been granted to the student identified above for the course identified above. The student must complete the following specific items, to the instructor's satisfaction, in order to receive a letter grade. Unless otherwise specified, the grade procedure used in the course is in effect.

Items to complete:

Department Chair's Signature: _____

College Dean's Signature (or designee): _____

Student's Signature: _____