



Incomplete Grade Contract

An Incomplete is a non-punitive grade that affords students additional time to complete course work for a class. Incomplete grades do not affect GPA. You and your instructor must discuss an Incomplete before it is awarded. The Incomplete Grade Contract is documentation of that discussion, and is meant to provide a clear statement of mutually understood remaining assignments. Students must submit Incomplete Grade Contracts to the Registration & Records Office before the last day of the semester.

Please note, scholarship eligibility for the following academic year is determined in early February and is based on the Fall term career GPA at that time. Students taking Incompletes in the Fall term should know that subsequent grades changes improving the final Fall GPA may not result in reconsideration for Presidents Scholarships.

_____		_____	_____
Name		Date	ID#
_____	_____	Class Standing: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	
Semester/Year	Department		

Course for which you are requesting an incomplete grade:

_____	_____	_____	_____	_____
Dept./Course #	Section #	Credits	Course Title	Instructor

Reason for requesting an incomplete grade:

Assignments to be completed (e.g. projects, papers, exams, etc.):	Deadlines (all work must be completed before 9 th week of following semester):
_____	_____
_____	_____
_____	_____

All assignments to be completed no later than:

- The instructor must submit the final grade to the Registration & Records Office by the ninth week of the following semester.
- If the incomplete grade is not converted to a letter grade by the ninth week, an "F" will be posted on the student's academic transcript.

_____	_____	_____	_____
Student's Signature	Date	Instructor's Signature	Date

_____	_____
Department Chair's Signature	Date