



_____ Student's Name (please print)	_____ Student ID Number		
_____ Course/Section Director's Name (please print)	_____ College		
_____ Course/Section Title	_____ Course/Section No.	_____ Semester	_____ Year

An Incomplete grade may be assigned at the Instructor's/Section Director's/Preceptor's discretion under the following circumstances:

- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline,; and
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this contract and to send it to the Registrar's Office along with the final grade roster for the course/section (ideally, with the students signature).
- Upon receipt, the Registrar's Office will provide copies of the contract to the student and College Dean.

**Outstanding Course Assignments that Need Completion or Discipline(s) that Require(s) Additional Remediation to Meet Competency:** (please provide specific details below, attach additional sheets if necessary)

All outstanding work must be completed and a Grade Change form must be submitted by the Instructor/Section Director/Preceptor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

**Special Note Regarding Graduation Eligibility & Incomplete Grades:** A degree cannot be awarded to a student with incomplete grades on their record, and likewise a student will not be allowed to matriculate to the next year with incomplete grades on his/her record.

\_\_\_\_\_  
Instructor Signature (Required)                      Date

\_\_\_\_\_  
Students Signature (Recommended)                      Date

**Student Note:** Upon receipt of this document, if you decide to decline this offer of an extension in time to complete your work for the above noted course (via assignment of "I" incomplete grade) and would rather receive your earned grade with all missing assignments calculated as a zero, please signify that decision by checking the box and signing below on this form and returning this form it to the Registrar's Office within 10 business days.

[  ] I do **not** wish to be awarded an incomplete grade for this course. \_\_\_\_\_  
Student Signature (Required)                      Date