

CONTRACT FOR A GRADE OF "INCOMPLETE"
The College

A grade of "I" (Incomplete) should be given only when there are circumstances beyond the student's control, such as illness or personal emergency, that prevented the student from finishing the course work on time. Normally, students who receive "I" grades are passing the course, and have already completed a substantial quantity of the work required. A one-semester limit exists for completion of the course unless the College permits an extension. (Extensions are routinely granted when students are expected to complete their work by attending the course the next time it is offered, if the course is taught only once a year.) Work not completed during one semester may jeopardize the student's program and academic status in an ensuing semester, a factor to be considered when a deadline is set. Further information is available in the Faculty Rules & Regulations and in the Adviser's Handbook.

Student's Name

Student ID Number

Class

Course Number and Title

Semester

Year

Description of work to be completed:

The last date by which work must be submitted to instructor:

Month

Day

Year

Signature of Student

Signature of Instructor

Date

Date

If a grade has not been submitted by the deadline noted above, the Dean will notify the student, who is at liberty to consult with the instructor. Unless the instructor requests an extension or submits a grade within two weeks of the Dean's letter, the Registrar will be notified to convert the "I" to "E" or to the grade noted below.

Grade to be awarded if
terms of this contract
are not met: _____

OFFICE USE ONLY

Reminder letter sent
to student _____

Signature of instructor: _____

Signed original: College Center for Academic Support, Lattimore 312
Copy 1: Student
Copy 2: Instructor