**Incomplete Grade Contract**

See Reverse for Policy on Incomplete Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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<tr>
<th>Term</th>
<th>Dept.</th>
<th>Course</th>
<th>Sec</th>
<th>Course Title</th>
<th>Your Grade To Date</th>
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Assignments to be completed:

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Above work to be completed by ____________ but no later than published deadline (see Schedule of Classes).

My signature below indicates my agreement to the terms and conditions set forth above by the instructor for the completion of the course and assignment of a final course grade. I understand that failure to complete the above by the published deadline will result in a grade of F.

Student Signature ___________________ Date ________________

Instructor Signature ___________________ Date ________________

Rev. 9/15
Policy on Incomplete Grades:
A grade of “IN” (Incomplete) may be assigned only in the case of students who, for illness or other circumstances beyond their control, have missed a final examination or major piece of work. Students may not make up the Incomplete by repeating the course. An “IN” automatically becomes an “F” if not made up by the published date for the last day to withdraw from a course of the following regular semester after the incomplete grade was given.

Procedures:
An incomplete grade must be requested from the instructor of record for the course. If the instructor agrees to grant an incomplete, the instructor will complete and the student will sign an Incomplete Grade Contract form. Adjunct instructors must obtain the authorization of the department chair prior to entering into this contract. The Incomplete Grade Contract will clearly establish the remaining assignment(s) or examination required for the assignment of final course grade. The contract will be completed in triplicate and distributed as follows: Original – Instructor; Yellow Copy – Student; Pink Copy – Registrar with final grade roster.