



Incomplete Grade Contract

Student Complete This Section:

<input type="text"/>	<input type="text"/>
Student Name	Student ID#
<input type="text"/>	<input type="text"/>
Course & Section	Term & Year
<p>I am requesting a grade of incomplete ("I") for the course above. I understand if I do not complete the work as directed, by the designated due date, my grade will automatically be changed to failing ("F").</p>	
<input type="text"/>	<input type="text"/>
Student Signature	Date

INSTRUCTOR OF RECORD COMPLETE THIS SECTION:

The work must be completed by the following date:

The incomplete will be changed to the grade earned when the student has completed the following by the designated due date:

Instructor Signature

Date

- a) SUBMIT ORIGINAL TO THE OFFICE OF ADMISSIONS & RECORDS
- b) ISSUE A COPY TO THE STUDENT
- c) MAINTAIN A COPY FOR YOUR RECORDS

Grade changes must be submitted to the Office of Admissions & Records using the Grade Change Form