At the end of any semester an instructor may assign a grade of “Incomplete” (“I”) only under the following conditions:

1. A grade of incomplete is appropriate ONLY in situations where the student has an illness or other circumstances beyond the student’s control, has completed at least seventy-five percent of the semester, and currently holds a passing grade. If a grade of “I” is assigned, the student and instructor, together, will complete and sign this contract with a third party witnessing the process.
2. The signed contract must be attached to the final grade sheet if a grade of “I” is assigned, and is only valid if all parties have signed. A signed copy of the contract will also be given to the student.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the “I” grade will be automatically changed to a grade of “F” for the course and for grade point purposes.
4. It is the responsibility of adjunct or non-returning faculty to ensure that a returning faculty member, in the same department, agrees to assess the student’s attempt to complete the coursework and to assign the final grade.

________________________
Student Legal Name: ___________________________ Student ID#: ___________________________

________________________
Phone: ______________________ Address: ____________________________________________

Incomplete grade for: ___________________________ Term: _______ Last Date of Attendance_______

Course prefix    Course#    Section#

Justification for giving a grade of “I”:

(May attach additional pages).

Student must accomplish the following to complete course requirements:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

ALL REQUIREMENTS MUST BE COMPLETED BY: ____________________________

________________________
Student’s signature

________________________
Instructor’s signature

________________________
Date

________________________
Witness signature

________________________
Vice President of Academic Affairs

06/09/14