

Ozarka College

INCOMPLETE GRADE CONTRACT

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

Provost and Exec. Vice President of Learning