

INCOMPLETE GRADE CONTRACT

Policy Statement: At the discretion of an instructor, the grade of “INC” (Incomplete) may be reported in place of a letter grade for any course in which the instructor deems that the work has not been completed and that the student can complete the work within an agreed upon time, which must be in accordance with University policy and the statute of limitations governing grade changes. The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed up on by the instructor of the course and the student. If a final grade is not submitted within one year, the “INC” will turn into an “F” on the student's record and will be reflected in the student’s GPA. The grade of “F” will be considered a permanent grade unless there are extenuating circumstances.

In order to enable successful course completion, it is recommended that the student has successfully completed a significant amount of the required coursework (typically 70%) and has maintained a passing grade.

Students who are on academic probation or planning to graduate cannot be offered an “INC” grade.

Instructions: This contact must be completed by the student and the instructor of the course and filed with the Graduate College *by the grade submission deadline.*

Student Name: _____ **Student ID Number:** _____

Term course was taken: _____ Fall _____ Winter _____ Spring _____ Summer

Academic Year course was taken (e.g. 2018-2019): _____

Course Title: _____

Course ID and Number (e.g. MATE 500): _____

Current Academic Standing (Check all that apply):

_____ Good Academic Standing

_____ On Academic Probation/Continued On Academic Probation*

_____ Graduating Term*

**Cannot be offered an “INC” grade.*

Reason for Requesting an Incomplete:

Student’s Signature: _____ **Date:** _____

Name of Instructor: _____ **Department:** _____

Conditions for Course Completion (Please be specific):

Expected Completion Date†: _____

†Date should be as soon as possible, within reason, and must fall within one calendar year of the “INC” grade assignment.

Instructor’s Signature: _____ **Date:** _____

Graduate College: _____ **Date:** _____