

Contract for Incomplete Grade

Instructor: _____
Semester/year: _____
Class/Section: _____

From the CSI Faculty Handbook:

5.04 Grading Credit Courses (Rev: 2/2000)

Letter grades used at CSI for credit courses are "A, B, C, D, F, I, and NC" and should be assigned to the student based on achievement of course objectives. You should use an equitable and fair system of grading. It is generally felt that a composite score of several tests and/or projects is more desirable than a score on a single test and/or project.

You may assign an "I" grade for incomplete course work; however, this grade should be given only when the majority of the assigned work has been completed. When the instructor gives a grade of "I," he/she is required to record on the official grade sheet what class work is outstanding for the student.

From the CSI Catalog (2009-2010):

*The grade of "I" (Incomplete) may be assigned only in a course where a student is maintaining passing marks and when the instructor judges the student's inability to complete the course due to legitimate unforeseen causes. The instructor must indicate what course requirements the student has left to complete. A term grade of "I" may be changed to a letter grade **within one calendar year**. After that time, the "I" stands. The student is responsible for completing all outstanding course requirements and for initiating the grade change.*

You will receive a grade of "I" for this course until you complete the following work. I will evaluate the work and use it in final grade calculations, and I will then assign a grade. Merely completing the required remaining work does not guarantee a passing grade. Failure to produce the work in one calendar year will result in the grade that you would have received without the additional coursework. I will submit a copy of this document to my department chairperson and the Director of Admissions and Records.

Coursework needed for course completion:

Due Date: _____
Current Grade: _____

Signing this document is an acknowledgement by the student and instructor that they understand and agree to the terms of resolving the incomplete grade.

Student/Student ID

Date

Instructor

Date

RESOLUTION (To be completed when the contract ends or work is completed)

- Work completed by due date with course grade of _____
 Work not completed by due date; course grade of _____