



## Contract for Incomplete Grade

From the CSI catalog:

Instructors can enter a grade of Incomplete (I) if **both** of the following conditions are present:

- Your work has been satisfactory through the first half of the course.
- Extenuating circumstances make it impossible for you to complete the course before the end of the semester.

In order to receive an incomplete, the student and the instructor must agree to a contract stipulating the work the student must complete and the time in which it must be completed for the student to receive a grade in the class. The contract time varies as set by the instructor but may not exceed one year. If no grade other than incomplete has been assigned by the due date, the grade of F will automatically be assigned. The grade of F may not be changed without approval of the Grade Appeal Committee. You may not remove the incomplete from your transcript by re-enrolling in the class during another semester. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course.

The student will receive a grade of “I” for this course until the following work is completed. The instructor will evaluate the work and use it in final grade calculations, and then assign a grade. **Merely completing the required remaining work does not guarantee a passing grade.** A copy of this document will be submitted to the department chairperson and the Registrar by the instructor. **The student does not re-enroll in the course to complete the grade of I.**

Semester/yr: \_\_\_\_\_ Class/section: \_\_\_\_\_

Coursework needed for course completion: \_\_\_\_\_

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Due Date: \_\_\_\_\_

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

\_\_\_\_\_  
Student Name & ID #

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date