

INCOMPLETE GRADE CONTRACT

Student Name: _____ Student ID #: _____

Semester/Year: _____ Date: _____

COURSE IN WHICH INCOMPLETE IS ASSIGNED:

Course Number/Section	Title	Default Grade* (A-F)
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**The default reflects what the student would earn as a final grade if no more work is turned in to complete the course. The default grade will become the final grade posted only if no grade is submitted by the faculty by the stated deadline for incomplete grades to be finalized.*

An incomplete grade has been reported for the aforementioned student. Completion of the course must be arranged between the instructor and the student. **The student has until the end of the following term to submit the outstanding work** unless the instructor establishes an earlier completion date.

If an earlier completion date is required, it is:

The following is required to satisfactorily complete the course listed above:

Student Signature: _____ Date: ____/____/____

Instructor Signature: _____ Date: ____/____/____

Print Instructor Name: _____ Date: ____/____/____

This form is optional. The student and instructor may use it to help outline the remaining requirements for the course. It does not need to be submitted to any office. For more the complete policy, please refer to the Academic Catalog.