

College of Liberal Arts and Sciences Incomplete Grade Contract

To be completed by student:

Student \_\_\_\_\_ SS# \_\_\_\_\_ Instructor \_\_\_\_\_

Course # \_\_\_\_\_ Course Title \_\_\_\_\_ Section \_\_\_\_\_ Term \_\_\_\_\_

To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of "I"

- The student has completed a major portion of the course with a passing grade ("D" or better)
- The student is unable to complete course requirements because of documented circumstances beyond his or her control
- The student and instructor have discussed the situation prior to the final exam
- The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.

2. If work is to be evaluated by a different instructor, indicate:

A) New instructor work will be completed under: \_\_\_\_\_

B) Date by which it will be completed: \_\_\_\_\_

3. Final grade to be assigned if work not completed by above dates: \_\_\_\_\_  
(Remember to submit a change of grade form on that date)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional notes, comments, or conditions: