



INCOMPLETE CONTRACT (Instructor Use Only)

This contract is an agreement between the instructor and student to extend time for completion of academic work that is unable to be completed due to unforeseeable, emergency, and justifiable reasons at the end of the term. Under this agreement, an "I" symbol is entered on the student's record for the term enrolled. The incomplete contract shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student and a copy submitted to the Records Office by Friday of finals week. The contract remains on file until the assigned work has been completed and evaluated, or when the time limit for completion of work has passed. Course requirements in agreement must be completed before the end of the following regular semester or it will be considered as an "F" grade. The "I" symbol shall not be used in calculating units attempted nor for grade points. Students may appeal for an extension of time due to extenuating circumstances.

9 **Term:** Spring Summer Fall **Year:** 20__

STUDENT IDENTIFICATION NUMBER

Student Name: _____

AGREEMENT

CRN: _____ **Course/Number:** _____ **Instructor (print):** _____

Circumstances for assignment of "I" grade:

Agreement for completion of course requirements:

Deadline for completion at end of : Spring Semester or Fall Semester on _____

Instructor's Signature: _____ **Date:** _____

- I agree to complete the requirements of this contract by the deadline for completion.
- I understand I will receive a final grade based on my performance for the entire course when contract completed.
- I understand that failure to complete the contract requirements will result in a "F" grade for this course.

Student's Signature: _____ **Date:** _____

Copy given to Student Copy given to Records Office*

*Submit copy to Records Office by Friday of finals week.

TO BE COMPLETED BY INSTRUCTOR

Submit final grade to the Records Office at end of contract deadline.

Grade: _____ **Instructor's Signature:** _____ **Date:** _____

RECORDS OFFICE USE ONLY

Grade Changed

Academic Standing Updated

GPA Updated

Corrected transcripts sent to transfer institution(s)

Annotated Course Repetition

Processed by: _____ Date: _____

09/16/2016