INCOMPLETE GRADE CONTRACT
~ ONE TIME EXTENSION ~

Completion Deadline
At the discretion of the instructor and college dean, an incomplete grade may be extended for a maximum of one additional semester based on extraordinary circumstances. If the extension is granted for less than a full semester, an alternative deadline for course completion must be identified on this contract.

The Registrar’s Office must receive this form PRIOR to the deadline for final grade submission for the term in question. If no contract is submitted the “I” grade will be replaced with an “F” as part of final grade processing. Students will NOT be allowed to hand deliver incomplete contracts to the Registrar’s Office.

Upon receipt, the Registrar’s Office will provide copies of the contract to the student and College Dean.

Grade Change
All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar no later than one year following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

Graduation Eligibility & Incomplete Grades
A degree cannot be awarded to a student with incomplete grades on their record. Pending graduates with unresolved incompletes ("I") will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration. Students with an unresolved in-progress grade (IP) will be given the choice of accepting an “NC” for the course or being deferred to the next term for graduation consideration

<table>
<thead>
<tr>
<th>Student’s Name (please print)</th>
<th>Student ID Number</th>
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</thead>
<tbody>
<tr>
<td>Faculty Member’s Name (please print)</td>
<td>Department</td>
</tr>
<tr>
<td>Course Title</td>
<td>Incomplete Course # &amp; Section</td>
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</tbody>
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New Extended Completion Deadline: ___________________________ (No extension past this date is possible.)

Instructor Signature (Required) Date

Students Signature (Recommended) Date

Department Chair Signature (Required) Date

College Dean Signature (Required) Date

Rev. 4/2010