



Eastern Kentucky University
Office of the Registrar

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

_____ Student’s Name (please print)	_____ Student ID Number		
_____ Faculty Member’s Name (please print)	_____ Department		
_____ Course Title	_____ Incomplete Course # & Section	_____ Semester	_____ Year
New Extended Completion Deadline: _____ <i>(No extension past this date is possible.)</i>			

Instructor Signature (Required) *Date*

Students Signature (Recommended) *Date*

Department Chair Signature (Required) *Date*

College Dean Signature (Required) *Date*