

INCOMPLETE "I" GRADE CONTRACT

(Contract MUST be submitted to the Registrar's Office)

1. An "I" Grade is to be given when a student has not completed assigned work or absent from final examination because of unanticipated circumstances beyond personal control, typically in cases of incapacitating illness or family emergency (such as a death).
2. An "I" Grade should not be given when a student's work is outstanding because of the student's negligence or because a student desires additional time to improve performance on one or more assignments.
3. In cases of negligence, it is the professor's responsibility to determine what effect the uncompleted work shall have on the student's grade.
4. If "I" Grade is assigned, the instructor will make a written contract with the student, list work to be completed, and provide a specific date for completion of the course work. The instructor will file the contract with the Records Office.

A. To be completed by the student

(i) Student Name: _____ Student ID: _____

(ii) Reason for requesting "I" grade: illness family emergency
 other (*please explain*) _____

(iii) Supporting Document medical certificate death certificate parent's letter
 other (*please explain*) _____

B. To be completed by the instructor

(i) Course to receive "I" Grade:

Term	Course Code	Course Title	Credits

(ii) Work to be completed for final grade assignment: _____

(iii) Deadline for completing course work: _____

(iv) Final grade at the end of contract period: _____
For completed work For in-complete work

Upon the end of the contract period, the Registrar's office will enter the final grade as stipulated in this contract.

Student Signature

Date

Instructor Signature

Date