

Incomplete Grade Contract



_____ Quarter, 20_____

REGISTRATION OFFICE

Student Name _____ SID # _____

Line No. _____ Dept. _____ Course No. _____ Section _____ Title _____

Description of the work to be completed:

Students who for sufficient cause 1) have not completed work necessary to and required by the course, and 2) who discussed the requirements and have made arrangements with the instructor to complete the missing work will be assigned an incomplete (“I”) grade. Identified work must be completed and submitted to the instructor within one quarter or a fail (“E”) grade will be assigned and entered on the permanent student record.

Instructor’s Signature

Date

Student’s Signature

Date

NOTE TO INSTRUCTOR: Incomplete grades are issued at the discretion of the instructor. The Registration Office copy (goldenrod) of the Incomplete Grade Contract is to be submitted together with the grade entry forms.

For Office Use Only:

Incomplete grade entered:

Grade Change entered:

Name/date _____

Name/date _____