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**Incomplete (I) Contract**

**Policy on Incompletes:** An incomplete may be assigned when the student is passing at the time of the request, but special circumstances beyond the student’s control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning **are not** valid justification for an Incomplete.

**Resolving an Incomplete:** When a student completes the requirements specified on the Incomplete Contract, the instructor submits the appropriate grade, which becomes part of the student’s cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.

**Instructions:** If the instructor and student agree that an Incomplete is appropriate, they should complete an Incomplete (I) Contract to document the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year or the student’s graduation term (whichever is earlier). The instructor should provide the student with a copy of the I contract. If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the Incomplete by communicating directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor also needs to enter the Incomplete (I) electronically as part of the end of term final grade submission.

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(Student ID Number)

**The status of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Last) (First) (Middle)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ **is Incomplete.**

Curr./Major, College, and Year (Term- Fall, Spring or Summer)(Year) (Dept. and Course No. ) (Section) (Credits)

**Describe below the reason the student was unable to complete the course work:**

*NOTE: The Incomplete grade cannot be used as a substitute for a failing grade.*

**Requirements to resolve the Incomplete:**

*NOTE: Repeating the course is not acceptable*

**Last day by which the Incomplete may be resolved**

*NOTE: All unresolved Incompletes grades will automatically be changed to F's by the Registrar after one calendar year or just prior to graduation, whichever is* earlier*. Students who are graduating should resolve incompletes by midterm of the term of graduation.*

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Instructor Signature Student Signature Date Submitted

Other notes: A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor, and with the approval of the instructor’s department head and the dean of the instructor’s college. The Incomplete (I) Contract should be used by the instructor to document the conditions for the Incomplete as specified above. The Grade Report to the Registrar form should be used to initiate the request to change the grade to an Incomplete. The Grade Report form should be completed and forwarded by the instructor to his/her Dean for approval. The Dean will forward the Grade Report form to the Office of the Registrar if approved.

For a detailed copy of the Incomplete Contract procedure, contact the Office of the Registrar, Records Area at 515-294-1843.

*Revised: 7/2013*