EASTERN KENTUCKY UNIVERSITY
Office of the Registrar

INCOMPLETE GRADE CONTRACT

Student’s Name (please print)          Student ID Number

Faculty Member’s Name (please print)  Department

Course Title

Course # & Section  Semester  Year

An Incomplete grade may be assigned at the instructor’s discretion under the following circumstances:
- The student has completed at least 70 percent of the course requirements with a grade of “C” or higher (Grade at time of contract is: ________); and
- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline (supporting documentation required) and;
- The incomplete is not based solely on a student’s failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this incomplete grade contract and ensure that it is received by the Registrar's Office by the deadline for final grade submission for the term in question. Students may NOT hand deliver completed contract to Registrar’s Office. Upon receipt of the completed and signed original form, the Registrar’s Office will provide a copy to the student and instructor.

Reason for Incomplete: (all requests must include supporting documentation from a legitimate source. Reference letters from friends or family are not sufficient and will not be taken into consideration unless also accompanied by additional documentation).
☐ Medical condition documented by university health services or outside vendor
☐ Mental health condition documented by university counseling services or outside vendor
☐ Other Extenuating Circumstance – (please explain below & attach additional sheets if necessary)

Outstanding Course Assignments that Need Completion: (please provide specific details below, attach additional sheets if necessary)

All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately 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.

Special Note Regarding Graduation Eligibility & Incomplete Grades: A degree cannot be awarded to a student with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes will be given the choice of accepting an “F” in the course or being deferred to the next term for graduation consideration.

By signing below, I acknowledge that I understand and accept the terms and conditions as outlined on this document.

Student Signature          Date          Instructor Signature          Date

Department Chair Signature          Date          College Dean Signature          Date
REQUEST FOR INCOMPLETE "I" GRADE

The student is to initiate a request for an "I" (Incomplete) grade, including the completion and submission of this form to their instructor. An "I" grade may be given by the instructor when a student has completed 75 percent of the course work with a grade of at least a "C," but where there is some verifiable compelling reason for the lack of completion. The "I" (Incomplete) must be made up during the following semester. Failure to do so will result in the "I" grade being changed to a "W." A student wishing to complete the work for a course in which he/she received an incomplete must make arrangements with the instructor who issued the incomplete grade.

Instructions: The student completes this form and submits to instructor for approval. If approved, the instructor must indicate an I grade on the class roster AND must submit this form filled out completely to Admissions and Records by the deadline to submit grades. If the form is not completely filled out and signed by the student and instructor, or if the form is not submitted by the deadline, or if the student does meet the required criteria for an incomplete, the student will be issued a W grade.

Once the coursework is complete, the instructor is responsible to submit a grade change to his/her Division Chair, who will sign and forward the form to Admissions and Records for processing. The grade change form must be submitted no later than the last day of the following semester.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First</th>
<th>Student ID or SS Number</th>
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<tbody>
<tr>
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<tr>
<th>Semester:</th>
<th>Class:</th>
<th>Class Title:</th>
<th>Section:</th>
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Instructor:

Extenuating circumstances:

____________________

____________________

____________________

Signature verifies student and instructor understand the responsibility, policy, and procedure involved with the issuance of the "I" grade.

____________________  ______________________
Student Signature        Date

****Instructor must complete this portion****

Has the student completed at least 75% of the course work with a grade of at least a "C"? Yes ___ No ___

List coursework that needs to be completed by the student:

____________________

____________________

____________________

____________________

____________________

Instructor Signature  Date
Heritage University  
Registrar's Office  
3240 Fort Road  
Toppenish, WA 98948  

Contract for Removal of “Incomplete” Grade

<table>
<thead>
<tr>
<th>Date</th>
<th>Student's Name</th>
<th>SS#</th>
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<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Crdt hrs</th>
<th>Semester/Year</th>
<th>Campus</th>
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</thead>
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</table>

Instructor's Name

“An ‘INCOMPLETE’ grade indicates that the student, for a serious reason approved by the instructor, the Department Chair and the Registrar, has not completed all required course work by the end of the semester and has a reasonable probability of passing the course when all requirements are completed. An ‘INCOMPLETE’ cannot be converted to a passing grade after a maximum of one semester starting from the last day of the regular course.” (see H.U. Catalog)

1. **Attach course plan to show the following:**

2. At least 70% of the course work should have been completed with a passing grade before an INC. is given. Less than this should be considered a WX or F. **If the following work in #3 below is not completed, the grade would be __________.**

3. The following are required to complete this course (be very specific).

4. The work must be completed by **(Date) _________________.** The instructor submits a “CHANGE OF GRADE FORM” when assignments are completed. An INC. grade changes to an F grade if not completed in the period indicated on this contract. If the student is not available, instructor should submit form without the student’s signature.

COURSE PLAN ATTACHED ________________ COURSE PLAN FILED IN AAO ________________

Student's Signature/Date

Instructor’s Signature/Date

Department Chair’s Signature/Date

Registrar’s Signature/Date

Original: SSO ________________  
cc: Student ________________  
Instructor ________________

For SSO Use Only:  
Change of Grade Form Submitted ________________  
Transcript Changed ________________  
8/05mlp
INCOMPLETE GRADE FORM

ALL PAPERWORK (including this form and supporting documentation) needs to be submitted no later than the last day of classes of the current semester.

<table>
<thead>
<tr>
<th>Student's Name (please print)</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member's Name (please print)</td>
<td>Department</td>
</tr>
<tr>
<td>Course Title</td>
<td>Course # &amp; Section</td>
</tr>
</tbody>
</table>

Reason For Incomplete (please check one):

- ☐ medical condition documented by the academic dean and/or Health Services
- ☐ mental health condition documented by the academic dean and/or Counseling Center
- ☐ other (please explain below & include supporting documentation)

A final grade will be submitted to the Registrar no later than post-registration of the next semester, after the student completes the following work**:

I recommend that an incomplete grade be assigned in the course indicated and under the conditions stated above. If the incomplete is not resolved by post-registration, the final grade will be an F.*

Faculty Signature:_____________________________ Date:________________________

I have read and understand the conditions on this Incomplete Grade Report Form. I verify that the reason for the incomplete is accurate. I understand it is my responsibility to release information to provide documentation for this incomplete.

Student Signature:_____________________________ Date:________________________

*The post-registration deadline may be extended under extraordinary circumstances. Requests for deadline extensions must be submitted by the instructor to the academic dean.
REQUEST FOR GRADE OF INCOMPLETE

An incomplete grade may be granted only in extraordinary circumstances that prevent the student from completing course work by the end of the semester. The grade of "I" is given only when the completed portion of the student's work in the course is of passing quality. This form, once completed and signed, must be submitted to the Office of the Registrar prior to the deadline for submission of final grades for the semester. The Registrar will distribute copies to the instructor, the student's major department, dean, and student.

Please print and complete in full.

Name: _______________________________ ID#: _______________________________

Last First

Major/Program: _______________________________

Reason for request: □ Medical    □ Death in Family    □ Other Extraordinary Circumstances

Documentation in support of your request must either be attached or, if documentation is not submitted to Registrar, Dean should note where documentation is stored.

Name of Department were documentation is stored: _______________________________

Course Number: ___________________________ Section Number: ___________________________

Course Title: ___________________________ Instructor: _______________________________

Semester/Year in which course taken: _______________________________

Requirements for completion of the course (to be determined by the instructor):

Due date for completion of requirements: ________________________________ (Must be prior to the sixth week of the following semester).

Note: The instructor must submit a grade to the Office of the Registrar no later than six weeks into the following semester in accordance with the academic calendar. Failure to remove an Incomplete by the deadline will result in the "I" grade being changed to a grade of "F" and the student's grade point average will reflect the failing grade.

Student's Signature ___________________________________________ Date ________________

Instructor's Signature ___________________________________________ Date ________________

Director of Liberal Arts ___________________________________________ Date ________________

(Director of Liberal Arts signature required only for Liberal Arts courses)

Academic Dean ___________________________________________ Date ________________

This request requires approval by the Academic Dean of the student's college in order to be valid. The signature of the instructor does not imply that this request has been approved.

Office of the Registrar's Use Only ~~~ Input by _______________ Date ________________

Office of the Registrar 12/03
An Incomplete may be given at the instructor's discretion, except for senior thesis, under the following circumstances:

1. At least 75 percent of all course requirements to date has been completed; and
2. The student's work to date is passing; and
3. Attendance has been satisfactory; and
4. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date (Written verification by the Dean of Students or medical practitioner is required); and
5. The incomplete is not based solely on a student's failure to complete work or as a means of raising her grade by doing additional work after the grade report time; and
6. The instructor completes and submits this form with the course grade sheet, including the grade to be assigned if the work is not completed on time.

FINAL GRADE IF WORK IS NOT COMPLETED:

If no grade or form is submitted, an "F" will be assigned when the Incomplete expires.

Students must complete all remaining work no later than the deadline to add classes (tenth instructional day) of the following semester (regardless of whether or not she is enrolled on campus the subsequent term). The grade must be submitted no later than two weeks following completion of the work (end of the fourth week).

Students must petition the Committee on Academic Review to request an extension of the deadline.

If the work is not completed by the established or petitioned deadline, the final grade submitted by the faculty member on the basis of work previously completed will be recorded.

The senior thesis deadline may only be extended by petition to the Committee on Academic Review on or before the published thesis deadline.

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Instructor's Name (Print)  Instructor's College

Instructor's Signature  Date

06/30/06
3. Given the above requirements, exactly how is the final grade to be computed, including weights?

2. Indicate the grade the student has earned on the work completed. If the requirements the student must complete in order to receive permanent grade:

1. The reason for the Incomplete is as follows:

<table>
<thead>
<tr>
<th>Grade Earned This Part</th>
<th>Session Incomplete Issued</th>
<th>Grade</th>
<th>Course No.</th>
<th>Title</th>
<th>Subject</th>
</tr>
</thead>
</table>

An instructor may consult with the Dean of Student to determine whether the circumstances warrant a grade of Incomplete.

4. The Incomplete grade is not to be used as a substitute for a failing grade.
3. The completion of the course does not require the student to repeat the class.
2. The student is passing the course at the time it was assigned.
1. The student’s work was influenced by unavoidable absence or other causes beyond a student’s control.

Current policy stated in University Regulations states that an Incomplete grade may be given under the following circumstances:

<table>
<thead>
<tr>
<th>Campus</th>
<th>College/School</th>
<th>Class</th>
<th>Field</th>
<th>First</th>
<th>Last Name</th>
</tr>
</thead>
</table>

Record of an Incomplete Grade (1, P, or SI)

Purdue University
SEAVER COURSE COMPLETION AGREEMENT

Please print clearly or type

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>Last</th>
<th>First</th>
<th>M.I</th>
<th>SOCIAL SECURITY / ID. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ADDRESS / CAMPUS BOX#</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>ENTERING CATALOG YEAR</td>
<td>MAJOR PROGRAM</td>
<td>STUDENT LEVEL (Check one that applies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Freshman ( ) Sophomore ( ) Junior ( ) Senior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT / COURSE #</td>
<td>TERM / YEAR</td>
<td>INSTRUCTOR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"I": A grade of "I," indicating incomplete work, is assigned to a student who has attended class but, because of an emergency, failed to complete the final examination or other assigned work. If an "I" is assigned at the end of Semester I, the course work must be completed by the end of the subsequent Semester II or the "I" becomes an "F." If an "I" is assigned at the end of either Semester II or the summer term, the "I" becomes an "F" at the end of the following Semester I. Courses taken on a CR/NC basis will default to "NC" if not completed on time. A shorter period of time for completion may be assigned at the instructor's request. In such cases, the student will not be notified by the Office of the University Registrar that the "I" grade has lapsed to the "F" grade. The privilege of extending a deadline will be granted only upon approval of a petition to the Credits Committee.

"IP": A grade of "IP" is assigned at the end of the semester only in courses which, by catalog definition, are allowed more than one semester for completion, e.g., student teaching, graduate readings, graduate theses, and graduate projects.

The following terms are agreed upon for the late completion of the above stated course:

All outstanding work must be completed and a grade must be submitted to the Office of the University Registrar by _________________. If a grade is not submitted by this date, the incomplete will default to a grade of "F."

The below signed individuals have read the above requirements and agree to them.

Student Signature Date Instructor Signature Date

Division Chairperson Signature Date

(Note to the division: Once signed by the Chairperson, make two photocopies of this form. Send the original to the Office of the University Registrar / Academic Advising Center, retain a copy, and give a copy to the student for his/her file.)

SVR Course Completion Agreement: 10.15.03
Procedure for Completing a Seaver Course Completion Agreement

If your professor allows you to have an incomplete ("I") this term, please follow the procedure below. This procedure must be followed for each "I" assigned.

1. Complete the biographical information at the top of the form.
2. Bring the form to your professor to fill out the term for late completion of the course and designate a due date. The due date must not go beyond the last day of the following term (summer term excluded).
3. You, your professor, and the division chair should sign the agreement.
4. File a copy of the agreement with the Office of the University Registrar and the Academic Advising Center.

According to the Seaver College Catalog, "A grade of 'I', indication incomplete work, is assigned to a student who has attended class but, because of an emergency in the last quarter of the term, fails to complete the course work." In general, the Credits Committee interprets this as meaning that you miss specific assignments or exams during the final weeks of the term.

Please be certain that you can complete the missing work during the next full semester. Extensions should NOT be considered as automatic, but will be determined by clear extenuating circumstances detailed in a petition to the Credits Committee in advance of a defaulted grade.

It is critical to note that you MUST NOT register again for the same course during the semester that the "I" will be made up.
REQUEST FOR INCOMPLETE GRADE

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Professor's Name</th>
</tr>
</thead>
</table>
| Course #/Section | Term Taken | ☐ Fall  
☐ Spring  
☐ Post Term  
Year: |
| Course Name | Deadline for Completion | Month / Date / Year |

☐ Original Request  
☐ Request for Extension

Work to be completed:

Professor:
I have read the above information and understand that work submitted after the deadline cannot be accepted. If work is not submitted on time it becomes a zero. I will calculate the new grade and submit it to the Registrar's Office by the specified deadline to prevent the student's record from being adversely affected. No change in grade can be made after the established deadline except in the case of professor error. After receiving the Academic Dean’s approval and talking again with the student, I will return this form to the Registrar’s Office before grades are due for the term in question.

Professor's Signature: __________________________  Date: __________________________

Student:
I have read the above information and understand that it is my responsibility to submit the completed course work to the professor before the deadline the professor set. Any course work not submitted by the deadline will be recorded as a zero and the grade calculated accordingly. If an extension is needed, I will request it before the day my work is due, with the understanding that an extension may or may not be granted.

Student Signature: __________________________  Date: __________________________

Instructions:
A grade of “I” may be given if the student has only a small amount of work to be completed or if extenuating circumstances prevent the student from completing work within the allotted time frame of the term. A student may petition the professor for a grade of “I” before the day of the final exam. The professor and student will complete this form and the professor will submit it to the Academic Dean for approval. The approved form will be sent to the Registrar's Office for verification and kept there awaiting the completed grade.

The professor and student should set a reasonable time frame for completion of work. If there are no extenuating circumstances, the deadline must be set no later than March 15 for Fall term, August 1 for Spring Term, and November 15 for Post Term. If there are extenuating circumstances that prevent the deadline from being met, the student may petition for an extension of up to three months. If a final grade is not submitted by the deadline that was set, the grade becomes an “F”.

Academic Dean’s Approval: __________________________  Date: __________________________

OFFICIAL USE ONLY: Received: __________________________  Resolved: __________________________  Mar 2006
MARS HILL GRADUATE SCHOOL
text.soul.culture.

Incomplete Grade Form

Name of Student ____________________________ Date ____________

Course Name and Number: __________________________

Term __________________

Reason for Incomplete

______________________________

Grade letter to be recorded if incomplete work is not submitted: __________

Professor of Record ____________________________

Please complete and submit this form to the Academic Department.

MARS HILL GRADUATE SCHOOL
text.soul.culture.

Incomplete Grade Form

Name of Student ____________________________ Date ____________

Course Name and Number: __________________________

Term __________________

Reason for Incomplete

______________________________

Grade letter to be recorded if incomplete work is not submitted: __________

Professor of Record ____________________________

Please complete and submit this form to the Academic Department.
DUKE UNIVERSITY
TRINITY COLLEGE OF ARTS AND SCIENCES
PRATT SCHOOL OF ENGINEERING

REQUEST FOR ASSIGNMENT OF AN INCOMPLETE

If a student is unable to complete work for a course because of illness, emergency, or reasonable cause, assignment of an incomplete or "I" may be warranted. The student should discuss the possibility of an "I" with the instructor and with his/her academic dean. An "I" should not be assigned when a student has simply failed to meet the obligations of the course in the absence of any illness, emergency or reasonable cause. This form should be used in order to assure that both the student and the instructor have a clear understanding of what work is to be completed and the deadline for completion of that work.

IMPORTANT: In order to continue from one semester to the next, a student must pass at least 3 courses (2 courses in the 1st semester of enrollment). Courses in which an "I" is given are not considered passed until a passing grade has been submitted by the instructor to the University Registrar. A student generally has until the last day of the 5th week of the subsequent semester to complete the work due in the course. The instructor then has until the end of the 6th week to submit a grade. If a passing grade is not submitted by the end of the 6th week, the "I" will be converted to an "F." Instructors may set earlier deadlines if they wish. However, a student who, because of one or more "I" grades fails to complete the minimum number of required courses in a term, must complete the incomplete work and have a passing grade recorded prior to the start of the subsequent semester. If a student whose work is incomplete is also absent from the final examination, an "X" is assigned for the course. Requirements for continuing in Trinity or Pratt in this situation are found in the Bulletin of Undergraduate Instruction and on the following web sites: T-Reqs http://www.aas.duke.edu/trinity/t-reqs/incomplete.html and Pratt Policies and Procedures http://www.pratt.duke.edu/students/policies.php#29. Students are responsible for understanding the regulations. Once recorded, a notation of "I" remains on a student's transcript even after the final grade is assigned. A student with an "I" is not eligible for Deans List honors in that semester.

Course: __________________________

Work to be completed:

Deadline for Submission of Work: ____________________________, This must be no later than the end of the 5th week of the subsequent semester. Please note important exception as stated above.

Student Name (print) ____________________________ Student Signature ____________________________ Date __________

Instructor Name (print) ____________________________ Instructor Signature ____________________________ Date __________

Instructor Fax Number ____________________________

Academic Dean (print) ____________________________ Academic Dean ____________________________ Date __________

For Student Only:
Are you anticipating any additional incomplete(s) this semester? _______yes _______no
If yes, in what course(s) ____________________________

Signed copy to: student, instructor, student file in Dean's Office
Office of the Registrar  
University of Virginia's College at Wise  
Incomplete Grade Report Form

Student's Name: ___________________________ received a grade of "I"

in my course
Course ID / Number: ___________________________ Semester Hours: __________

Semester: Fall Spring Summer I Summer II (please circle one)

An "I" signifies that the letter grade is being withheld until additional work is performed and approved. To remove this grade of "I" the student must: (give a brief description of work required to remove the I).

________________________________________________________

________________________________________________________

________________________________________________________

Signature of Faculty Member Date

The student indicated above has now completed the requirement for completion of this course and should receive:

Final Grade: _______

________________________________________________________

*Signature of Faculty Member Date

*PLEASE COMPLETE THE BOTTOM PART OF THIS FORM AND RETURN TO THE REGISTRAR'S OFFICE WHEN STUDENT'S "I" IS REMOVED.

"I"  
An I represents incomplete work in a course and indicates that the grade for the course is being withheld until additional work is performed and approved. A grade of I automatically becomes an "F" at the end of the tenth week after the next regular semester begins if the instructor has not submitted a grade change prior to that time. Extensions beyond the tenth week require the approval of the Academic Appeals Committee, the appropriate department chairperson and the Dean of the College. Exemptions from the foregoing rules on this grade may be granted to particular courses where extended work is necessary because of the nature of the course. In such cases the exemption must be approved by the appropriate department chairperson and the Dean of the College. In the computation of grade points earned and grade point-averages, the grade of I is counted as credits attempted but with no grade points earned.

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE.

REGISTRAR'S OFFICE USE ONLY
RECEIVED ________________________________ PROCESSED ________________________________
SIGNATURE ________________________________ SIGNATURE ________________________________
DATE ________________________________ DATE ________________________________

revised 7/2006