



INCOMPLETE GRADE CONTRACT

INSTRUCTIONS: This form serves as a contract between the instructor and student regarding remaining coursework for a class where an incomplete (I) grade was assigned. This form should only be used after the instructor has assigned an incomplete (I) final grade and cannot be used as a grade change form. The instructor submits the completed form with the student's signature to the Office of the Registrar to record in the student's imaged file. The instructor is responsible for submitting a Grade Change form to the Registrar's Office after the specified deadline (maximum of one year) to change the incomplete (I) grade to the final grade earned by the student.

1. STUDENT INFORMATION:

Last Name: _____ First Name: _____ Student ID: _____

Email: _____ Phone Number: _____

2. COURSE:

TERM _____ SUBJECT _____ COURSE NUMBER _____ CRN _____

TITLE _____

3. COURSE COMPLETION REQUIREMENTS (list assignments, exams, projects, etc.):

Deadline to complete coursework (max one year): _____

4. SIGNATURES AND CONSENT

STUDENT CONSENT:

☐

I have read this incomplete grade contract and understand the conditions stated above. I understand that if I have received financial aid, scholarships or Veterans benefits for the course, it is my responsibility to determine how this agreement affects my benefits.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Dean Signature _____ Date _____

REGISTRAR OFFICE USE ONLY

Processed By: _____ Date: _____

Revised:
4/17/2026