



**Incomplete Grade Contract (“I”)**

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_

Year/Term: \_\_\_\_\_

Rationale for incomplete request: \_\_\_\_\_

Course work to be completed: \_\_\_\_\_

Deadline for completion: \_\_\_\_\_

**When course is completed, the instructor must turn in a “Change of Grade” form.**

I understand that all work must be completed prior to the deadline date and that there is a charge for the grade change to be recorded.

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Associate Dean

\_\_\_\_\_  
 Date

In the College of Christian Studies, the Dean signs for the Associate Dean.  
 In the College of Visual and Performing Arts, the Department Chair signs for the Associate Dean.

A grade of “I” (Incomplete) is for a student to complete an important requirement of a course. Once a grade of “I” has been assigned, it is the responsibility of the student to complete the work within 30 calendar days after the start of the next full semester (excluding the May and summer term). An extension beyond the 30 days requires completion of the “Incomplete Extension” form.

After all signatures have been received, forward this form to the Registrar’s Office at Box 8425 for processing.