

INCOMPLETE GRADE CONTRACT

An incomplete grade is only available to students who have successfully completed 75% of coursework and are unable to complete the remainder prior to the course end date, due to extenuating circumstances. The Incomplete Grade Policy can be found in the current [Academic Catalog](#).

An incomplete grade cannot be used to improve a grade. Students should make arrangements with their instructor **before** the semester/session ends.

SECTION I: STUDENT INFORMATION

Name:		Campus:	
PO Student Email:		Student ID #:	
Address:		City:	
State:	Zip Code:	Preferred Phone:	
Faculty Advisor Name:		Faculty Advisor Email:	
Current Academic Program Information:			
School (Must Select):		Discipline (Must Select:)	
Degree Level (Must Select):			

SECTION II: COURSE INFORMATION

Instructor Name:					
Term/Year (e.g. Fall, Fall 1, or Fall 2 20XX)	DEPT (e.g. HD)	Class # (e.g. 500)	Section # (e.g. 1P)	Class Title	Units
Please indicate the extenuating circumstances which warrant an incomplete grade (Required):					
Assignments Completed:			Assignments Remaining (Required):		
FINAL ASSIGNMENT DEADLINE TO BE ASSIGNED BY COURSE INSTRUCTOR (Required): <i>Please note that failure to complete all remaining assignments by this deadline will result in an "X" grade.</i>					

SECTION VI: STUDENT AND INSTRUCTOR ACKNOWLEDGEMENT

Student Signature:	Date:
Instructor Signature:	Date:

SECTION VII: PROCESSING

Registrar Signature:	Date Received:	Date Processed:
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