

Contract for Incomplete (I) or Incomplete in Progress (IP) Coursework

Student Name: _____ ID#: _____

Course: _____ Semester: _____
(alpha number title)

Academic Advisor: _____

As instructor, I verify that the student has
made successful progress in the course. ☐

To resolve the I or IP grade, the student must complete the following work:

Date by which all work needs to be completed: _____
(not to exceed six months from the end of the semester in which the I or IP grade was incurred)

INSTRUCTOR – Please submit the original signed copy to the Registrar **before** posting the final grades for the course. When posting final grades, enter the grade that the student has earned to this point with no credit awarded for assignments not yet completed.

DO NOT SEND THE STUDENT TO SUBMIT THIS FORM. Keep a copy for your files. It is the instructor's responsibility to follow up on the agreement and dates.

Grade if work NOT completed: _____

Upon successful completion of all course requirements, the instructor must submit the course grade to the registrar with a grade change card, or by email indicating the semester, course, and final grade.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Processed: _____
Date

Registrar Signature